

Payroll Taiwan (PY-TW)



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Payroll Taiwan (PY-TW)

Purpose

This component allows you to process the payroll for the employees of your organization in Taiwan, using data from the SAP Personnel Administration component. Additionally, there are a number of payroll reports that you can run.

Implementation Considerations

You must take into consideration the other areas in SAP HR, in particular Personnel Administration, when implementing the Taiwan payroll.

Integration

The payroll component is closely integrated with the other areas in SAP HR, as well as other SAP modules such as Financial Accounting and Controlling.

Payroll in the SAP System

Purpose

You can use this component to calculate the remuneration for work done for each employee.

However, *Payroll* does not just involve the calculation of remuneration, but consists of a variety of processes that are becoming increasingly important due to the employer's increased obligation to supply benefits and medical welfare. These benefits are products of:

- Labor law
- Tax law
- Contribution law
- Benefits law
- Civil law
- Reporting law
- Information law
- Statistics law

Integration

Payroll can be integrated in *Personnel Administration*, *Time Management*, *Incentive Wages and Accounting*:

- Standardized data retention enables you to use master data and other payroll relevant data from *Personnel Administration*.
- Time data, entered via *Time Management*, is automatically included in the *Payroll* and is valuated during the payroll run.
- Data from the *Incentive Wages* component is used to calculate piecework wages and premium wages directly in *Payroll*.
- Information on expenses and payables from *Payroll* is posted for accounting directly in *Financial Accounting*, and you assign the costs to the appropriate cost center. You can also control the financial system of third-party providers.

Features

The System calculates the gross and net pay, which comprises the individual payments and deductions that are calculated during a payroll period, and are received by an employee. These payments and deductions are included in the calculation of the remuneration using different [wage types \[Ext.\]](#).

After the remuneration payroll you can carry out various subsequent activities, for example, you can see to remuneration payment or the creation of various lists, and make evaluations.

PY-TW Gross Payroll Accounting

PY-TW Gross Payroll Accounting

Purpose

The Gross Payroll processes an employee's data from Personnel Administration and generates wage types that are used in Net Payroll. Pre-tax deductions are included when processing Gross Payroll.

PY-TW Bonus Payment

Purpose

Bonuses paid to employees vary from company to company. They can be dependent on an employee's basic pay. The following options are available:

- **Calculation base**

You can determine whether the calculation of the bonus amount is based on an employee's basic pay in a given payroll period or the average basic pay over several payroll periods. Note that the latter method can only be used if values for average basic pay are created during payroll processing.

- **Bonus factor**

You can determine a factor by which the calculation base is multiplied to provide the actual amount of the bonus payment.

- **Payment method**

You can determine whether a bonus is to be paid in one period or over several periods. For each bonus payment, you can specify whether it is to be included in the regular payroll run of the respective period, or whether it is to be paid in an off-cycle payroll run. The latter lets you create flexible payment models.



You want to pay 40% of an employee's bonus immediately upon calculation. The rest is to be paid in the regular payroll run. This means that the 40% is paid outside the regular payroll intervals, thus making an off-cycle run necessary.

- **Bonus for employees who leave the company**

You can define special calculation rules for employees who leave the company during the period for which bonus calculation is run. Alternatively, you can exclude these employees from bonus.

- **Pro-ration**

If an employee has not worked for your company for the whole year, you can determine how the bonus payment is to be pro-rated, for example, according to the number of months or calendar days that the employee worked.

- **Bonus for employees who are in their probation period**

You can define special calculation rules for employees whose probation period has not ended by the time bonus is calculated, for example, no bonus or, bonus only paid on confirmation of employment.

- **Limits on the amount to be paid**

You can specify a minimum and a maximum amount for the bonus payment. Alternatively, you can decide that a fixed amount is to be paid, overruling the calculation based on an employee's basic pay.

PY-TW Bonus Payment

PY-TW Processing Bonus Payment

- **Creating a bonus payment**

To calculate bonus payment for an employee, run a program that performs necessary calculations and creates the bonus payments as special wage types. These must then be stored in the *Additional Payments* infotype (0015) and *Additional Payments Off-Cycle* infotype (0267), depending on whether payment is to be effected in a regular or an off-cycle payroll run.

To import the bonus wage types to the infotypes mentioned above, a batch input folder is created during bonus calculation.

- **Payroll processing for bonus payments**

After the bonus amount has been calculated, payment is effected depending on which infotype the results are stored in.

- Bonus wage types stored in *Additional Payments* infotype (0015) are included and paid in the regular payroll run.
- Bonus wage types stored in *Additional Payments Off-Cycle* infotype (0267) are included and paid in an off-cycle payroll run.

You can split an employee's bonus into several payments that are made in different periods. This allows for a distribution of bonus among multiple regular payroll runs as well as for a separation into multiple off-cycle and regular payroll runs.



The bonus amount that an employee is to receive is NT\$1000. Bonus is calculated on December 10th, the next regular payroll run is performed on December 28th. NT\$400 is to be paid immediately, NT\$600 in the regular payroll run. This means that NT\$400 is entered in the *Additional Payments Off-Cycle* infotype (0267), and NT\$600 is entered in the *Additional Payments* infotype (0015).

When off-cycle payroll accounting is performed on December 10th, only the amount stored in *Additional Payments Off-Cycle* infotype (0267) is processed, and the appropriate payment is made. When the regular payroll run is executed on December 28th, the NT\$600 stored in *Additional Payments* infotype (0015) is processed and paid with the employee's regular salary.

PY-TW Bonus Calculation (HTWCAWS0)

PY-TW Bonus Calculation (HTWCAWS0)

Use

Using this function, you can calculate bonus payments for employees, as well as ex-employees, based on basic pay or average basic pay information from the results of Taiwan payroll driver (*HTWCALCO*).

After you execute the report, it displays a list that states the number of employees for which bonus has been calculated. You can choose to display the results as well as the personnel numbers for whom bonus could not be processed correctly.

Prerequisites

- Before running this report, you should classify all reporting-related wage types in *Wage Type Valuation* table (*T512W*) into evaluation class 10.
- In case the selection criteria is *Basic Salary* based on *Date of Basic Salary*, you need to maintain the following infotypes:
 - *Organizational Assignment* (0001)
 - *Planned Working Time* (0007)
 - *Basic Pay* (0008)
- Payment wagetype must be eligible for either one / both of the following infotypes:
 - *Additional Payments* (0015)
 - *One-Time Payments Off-Cycle* (0267)

Features

- Information for Terminated Employees
 - For employees who terminated employment during the bonus period, you should specify a new factor. In addition, you can specify whether you would like to pay bonus for terminated employees who:
 - terminated during the probation period
 - terminated because of dismissalYou need to set up the termination event and reason(s) for dismissal in user enhancement, *XAWS0001*, using transaction *CMOD*.
 - If you do not wish to pay bonus to terminated employees in general, you can still specify whether you want to pay for employees who terminated on the last day of the bonus period. A new factor must be set up for this.
- Proration Rules
 - The general rules are:
 - Proration by number of months: additional part-month rounding rule must be specified. You can also add your own rules here.

PY-TW Bonus Calculation (HTWCAWS0)

- Proration by working days: you can specify absence types excluded by the working day count.
 - Proration by calendar days.
 - Rules on probation:
 - Bonus beginning from:
 - hire date
 - confirmation date
 - If probation period has not completed within bonus period:
 - no bonus calculated
 - bonus calculated, and paid as usual
 - bonus calculated, but paid only upon confirmation
- You can include your own proration rules in user enhancement *XAWS0001*.
- Carrying Out Adjustments on Calculated bonus
 - Specifying a high limit
 - Specifying a low limit
 - Specifying a fixed amount
 - Bonus calculation can be restricted to the race and/or religion of employees.
 - Enter the batch input folder in which the results are to be stored, so as to make them available to payroll processing. Batch input/queue will not be generated in test-mode.
 - Bonus can be paid in Multi payroll periods using both regular payroll run or Off-cycle payroll run.

See also:

[PY-TW Bonus Payment \[Page 9\]](#)

[PY-TW Creating Bonus Payment \[Ext.\]](#)

PY-TW Generating Bonus Batch Input

PY-TW Generating Bonus Batch Input

Prerequisites

This function runs batch input for employees regular or off-cycle bonus payment.

Procedure

1. Choose *Human Resources* → *Payroll Accounting* → *Asia Pacific* → *Taiwan* → *Off-cycle* → *Bonus Accounting* → *Generate Bonus Batch Input*. The *Bonus Calculation* screen appears.
2. Enter the personnel numbers of employees for whom bonus payment is to be calculated. To use additional or different selection criteria, for example, payroll area, choose *Further selections*, then select the criteria you want to use.
3. In the *Bonus calculation Parameters* section, define the global parameters for the calculation:
 - a. Enter the period for which bonus is to be calculated.
 - b. To calculate bonus based on an employee's basic pay in a payroll period, select the *Basic Salary* field and enter the relevant date. To calculate bonus based on an employee's average basic pay, select the *Average of Basic* field. Enter the payroll period from which the average basic pay is to be read and the corresponding average wage type.
 - c. To determine the base bonus amount, enter the factor by which the employee's basic pay or average basic pay is to be multiplied.
4. In the *Payment Information* section, enter the necessary data for payroll processing:
 - a. Enter the wage type to be used for the bonus payment.
 - b. Enter the reason for making the bonus payment.
 - c. Enter the payroll period in which payment is effected.
 - d. If the bonus payment is to be processed in the regular payroll run, select the *Reg. Payroll* field, otherwise, select the *Offcycle* field.
 - e. If the bonus payment is dependent on the employee's ethnic group or religion, enter these in the *Race / Religion* fields.
5. In the *bonus for Ex-Employees* section, you determine which special calculation rules apply to employees who leave the company during the bonus period:
 - a. If bonus is to be calculated for an ex-employee, select the *Bonus for employee terminated during Bonus period* field.
 - b. Choose *Calculation rule for Ex-employee*. The *Additional information about terminated employee* dialog window appears.
 - c. Enter the *Bonus Calculation Factor* for the ex-employee(s).
 - d. Decide whether bonus calculation is to be based on an ex-employee's basic pay at the qualifying date or at the termination date. If the former applies, enter the qualifying date.
 - e. To exclude certain groups of ex-employees from bonus, choose *No prorated bonus for Ex-employee if...*
The *No prorated bonus for Ex-employee if...* dialog window appears.

PY-TW Generating Bonus Batch Input

- f. Select the applicable reasons and choose *Enter*. The *Additional Information About Terminated Employee* dialog window re-appears.
 - g. Choose *Enter* to accept the data you entered and to leave the dialog window.
6. In the *General proration rule* section, you define processing rules for employees who have not worked for the complete specified bonus period.
 - a. Determine whether pro-ration is based on the number of months, working days, or calendar days.
 - b. If the pro-ration depends on the number of months and you want to apply additional calculation rules for part-month periods, choose *Multiple Selection* and select the applicable part-month rounding type.
 - c. If the pro-ration depends on the number of working days and you want to exclude certain absences from pro-ration, choose *Types of absence excluded* and select the applicable absence types.
 7. In the *Probation period* section, you define processing rules for employees whose probation period is part of the bonus period you specified above, or who are still on their probation period when bonus is calculated:
 - a. Decide whether the qualifying date for the pro-ration of bonus for these employees is the hire date or the date when employment was confirmed.
 - b. If an employee is on probation when the bonus is calculated, decide whether bonus is excluded, or calculated and paid as usual, or paid only on confirmation of the employee's employment.
 8. If the bonus is to be limited to a maximum amount, enter this amount in the *High limit of Bonus* field.
 9. If the bonus must not be below a minimum amount, enter this amount in the *Low limit of Bonus* field.
 10. If a flat amount is to be paid, enter this amount in the *Bonus paid as a fix amount* field.



If you enter a fixed amount for bonus, neither the evaluation of the employee's basic pay nor any pro-ration is performed.

11. Enter the batch input folder in which the results are to be stored, so as to make them available to payroll processing.
12. To perform a test run, select the *Test on* field.
13. Choose *Execute*. The system performs bonus calculation. On completion it displays a list that states the number of employees for whom bonus has been calculated.
14. On the list, choose *List Protocol* to display the results. Choose *List Error* to display the personnel numbers for whom bonus could not be processed correctly.

PY-TW Running Batch Input for Bonus Payment

PY-TW Running Batch Input for Bonus Payment

Prerequisites

After you have completed bonus calculation, you must enter the results in the *Additional Payments* infotype (0015) and, if payment is to be made outside the regular payroll intervals, also in *Additional Payments Off-Cycle* infotype (0267).

You process the batch input folder in which the results are stored. This is a prerequisite for the correct processing of bonus in the payroll run.

Procedure

1. Choose System → Services → Batch input → Edit. The Batch Input: Initial screen appears.
2. In the Session name field, enter the name of the batch input folder in which you stored the results of the bonus calculation.
3. Choose Enter.
The Batch Input: Session Overview Screen appears.
4. Choose Session → Unlock. The session concerned is highlighted.
5. Choose Session → Release.
6. Choose Session → Process Session. The Batch Input Monitoring dialog window appears.
7. Select the applicable run mode and choose Process.
8. The system processes the batch input folder. You can check the processing status by selecting the session and choosing Log.

PY-TW Notes for System Administrators

Bonus Payment Wage Types

- Wage types that are to be used as bonus payments must be eligible for entry in the *Additional Payments* infotype (0015) and *Additional Payments Off-Cycle* infotype (0267), otherwise they cannot be stored in these infotypes.

You can make the corresponding settings in the *Implementation Guide* (IMG) of the *Payroll Taiwan* component.

Choose *Off-cycle Activities* → *Bonus* → *Bonus calculation using reports*.

- All wage types relevant to an employee's bonus calculation base must be assigned a corresponding specification in evaluation class **10** (BS-Wage type allocation for Bonus/FAP reporting).

You can make this assignment in the *Implementation Guide* (IMG) of the *Payroll Taiwan* component.

Choose *Off-cycle Activities* → *Bonus* → *Bonus calculation using reports* → *Wage types*.

PY-TW Advance Payments Using Report

Purpose

This component shows the calculation of off-cycle advance payment using report.

According to Labor law, an employee's monthly salary is paid at least twice each month.

- The first payment is a fixed percentage of the sum of basic salary and other allowances. In this payroll run, no time data (overtime, absence) or deductions (tax, insurance) are considered. This payroll run performs a subset of a complete payroll run.
- The second payment performs a complete payroll run, that is, all time data and deductions are taken into account.

Run the first payment using off-cycle, that is, the *Special run* field on the report screen has the value 'A'. The second payment is a regular run, there is therefore no value in the *Special run* field.

We recommend that you use the Advance Payment (Report) if the advance payment rate varies, for example, different advance payment rates for different departments, different personnel area or personnel sub-area.



For more information, see *Implementation Guide (IMG)* of the *Payroll Taiwan* component.

PY-TW Processing Advance Payments Using Report

Prerequisite

- Wage type amounts must exist in *Basic Pay* infotype (0008), *Recur. Payments/Deductions* infotype (0014) or *Additional Payments* infotype (0015).
- Enter grouping in feature MODIF.
- Enter wage types and the respective rates in Rates for Multiple Payments table (V_T7TW50).

Process Flow

The process to create advance payment using report includes:

1. Data is read from Basic Pay infotype (0008), Recur. Payments/Deductions infotype (0014) or Additional Payments infotype (0015).
2. Advance payment is calculated according to the configuration in Rates for Multiple Payments table (V_T7TW50).
3. A batch input is created.
4. Run the batch input to create Additional Payments infotype (0015) or Additional Payments Off-cycle infotype (0267).
5. Check and modify the infotypes if changes are required.
6. Run the payroll driver. The system generates a payroll cluster report.

Results

- Perform Bank transfer.
- Print remuneration statement.

Example

The following example shows the formula for calculating an advance payment:

Basic salary	: NT\$60,000
Advance payment rate	: 0.5 (from T7TW50)
Housing allowance	: NT\$2,000
Advance payment rate	: 0.4 (from T7TW50)
Formula : (60,000 * 0.5) + (2,000 * 0.4)	= NT\$30,800

(Assuming the pay date is 15-10-98)

Run off-cycle report and batch input, *Additional Payments* infotype (0015) or *Additional Payments Off-cycle* infotype (0267) will be updated with NT\$30,800 to be paid on 15-10-98.

PY-TW Creating Advance Payments Using Report

Prerequisites

You must enter the rates in the Rate for Multiple Payments table (V_T7TW50).

Procedure

1. Choose *Human Resources → Payroll Accounting → Asia Pacific → Taiwan → Off-cycle → Adv. Pay using Report → Advance Payment → Generate Adv. Pay batch*. Report name – HTWCMP00
2. Run batch input for Advance Payment.
3. Choose *Off-cycle → Adv. Pay using Report → Advance Payment → Start payroll* on the *Payroll for Taiwan* screen. Specify off-cycle type (A) and enter date of payment.
4. To view the result in the payroll cluster report, - choose *Subs activities → Per payroll period → Lists/Statistics → Payroll Result*.
5. To generate a remuneration statement for an employee, - choose *Off-cycle → Adv. Pay using Report → Advance Payment → Remun Statement*.
6. To create the interface between HR payroll result and bank transfer, - choose *Off-cycle → Adv. Pay using Report → Advance Payment → Bank Transfer → Pre program DME*.
7. To transfer data to disk for bank transfer purposes, - choose *Off-cycle → Adv. Pay using Report → Advance Payment → Bank Transfer → DME Management*.

PY-TW Multiple Payments (HTWCMP00)

Use

As to legal requirements in Taiwan, payment of wage, except specially agreed by the person concerned to be otherwise or by paying in advance each month, shall be made at fixed dates twice a month at least. It is the same for piecework workers.

Thus, there are two common intervals of payment:

- Monthly: Employees are paid once per month.
- Semi-monthly: Employees are paid twice per month.

There are two ways for the second type of payment:

- If the advance payment rate is standard for all employees, you can run Off-cycle Payroll Driver.
- We recommend that you use this report if the advance payment rate varies, for example, different advance payment rates for different departments, different personnel area or personnel subarea.

This report calculates the advanced payment and writes the result to *Additional Payments* infotype (0015) or *One-Time Payments Off-Cycle* infotype (0267).

Prerequisites

- Maintain *Rate for multiple payment* table (T7TW50) properly.
It specifies advance payment rates for different wage types.



To maintain this, you should choose *Payroll Taiwan*→*Off-Cycle Activities*→*Advance Payment*→*Using Report and Off-Cycle*→[Define Multiple Payment Rate \[Ext.\]](#) in *implementation guide (IMG)*.

- The wage types in table T7TW50 are maintained in the following infotypes:
 - *Basic pay* (0008)
 - *Recur. Payments/Deds.*(0014)
 - *Additional Payments* (0015)

Features

- It lists the advance payment amount for the selected period.
- You should create a batch input and run it to write the calculated result to infotype 0015 or 0267.

To update payroll cluster, you should run off-cycle payroll.

PY-TW Advance Payments Using Off-Cycle Reason

Purpose

This component shows the calculation of advance payment using off-cycle reason.

According to Labor law, an employee's monthly salary is paid at least twice each month.

- The first payment is a fixed percentage of the sum of basic salary and other allowances. In this payroll run, no time data (overtime, absence) or deductions (tax, insurance) are considered. This payroll run performs a subset of a complete payroll run.
- The second payment performs a complete payroll run, that is, all time data and deductions are taken into account.

Run the first payment using off-cycle. The *Special run* field on the report screen has the value 'A'. The second payment is a regular run, there is therefore no value in the *Special run* field.

We recommend that you use the Advance Payment Using Off-cycle reason function if the advance payment rate is standard for all employees. Use the Advance Payment (Report) if the advance payment rate varies, for example, different rates for different departments, different personnel area or personnel sub-area.



For more information, see Implementation Guide (IMG) of the Payroll Taiwan

PY-TW Processing Advance Payments Using Off-Cycle Reason

Prerequisites

- Wage type amounts must exist in *Basic Pay* infotype (0008), *Recur. Payments/Deductions* infotype (0014) or *Additional Payments* infotype (0015).
- Update processing class 69 and set the wage types that form Advance Payment base to the value 1.
- Enter the Advance Payment rate in Payroll Constants table (V_T511K (ADVRT)).
- On the *Select* screen of the payroll driver, specify the reason for payroll ADVP, set off-cycle payroll type to A and enter the date of payment.

Process Flow

The process to create advance payment using off-cycle reason includes:

- Data is read from infotypes.
- The wage types with processing class 69=1 are accumulated and multiplied by the Advance Payment rate.
- The result is stored in wage type /140 (Multiple payment in monthly payroll).

Result

- Perform Bank transfer.
- Print remuneration statement.

Example

The following example shows the formula for calculating an advance payment:

Basic salary	: NT\$5,000
Housing allowance	: NT\$2,000
Advance payment rate	: 0.5 (from table V_T511K)
Fomula	: (5,000 + 2,000) * 0.5 = NT\$26,000 (stored in wage type /140)

PY-TW Creating Advance Payments Using Off-Cycle Reason

Prerequisites

You must enter the advance payment rates in the Payroll Constants table (V_T511K).

Procedure

1. Choose *Human Resources* → *Payroll Accounting* → *Asia Pacific* → *Taiwan* → *Off-cycle* → *Adv. Pay using Off-cycle reason* → *Advance Payment* → *Start payroll* Specify off-cycle payroll type A, reason for payroll ADVP and date of payment.
2. To view the results in the payroll cluster report, - choose *Subs activities* → *Per payroll period* → *Lists/Statistics* → *Payroll Result* on the *Payroll for Taiwan* screen.
3. To generate a remuneration statement for an employee, - choose *Off-cycle* → *Adv. Pay using Off-cycle reason* → *Advance Payment* → *Remun Statement*.
4. To create the interface between HR payroll result and bank transfer, - choose *Off-cycle* → *Adv. Pay using Off-cycle reason* → *Advance Payment* → *Bank Transfer* → *Pre program DME*.
5. To transfer data to disk for bank transfer purposes, - choose *Off-cycle* → *Adv. Pay using Off-cycle reason* → *Advance Payment* → *Bank Transfer* → *DME Management*.

PY-TW Net Payroll Accounting

Purpose

The Net Payroll component of the SAP Payroll system processes taxes, insurance and other deductions for employers and employees during a payroll run.

Net payroll processing is based on wage types entered in SAP HR Master Data as well as wage types that are calculated in the Gross Payroll component. Net Payroll generates a result cluster containing wage types and amounts for all employees in a payroll run. This cluster is the basis for all output from the SAP Payroll System such as statutory reporting.

Integration

The Net Payroll is integrated with the other areas in SAP HR, as well as other SAP modules such as Financial Accounting and Controlling.

PY-TW Tax

PY-TW Tax

Purpose

The Taxation component calculates the amount of tax that an employee must pay each payroll period to the Taiwan Tax Bureau.

See also:

[PY-TW Tax Company Parameters \[Page 27\]](#)

[PY-TW Taxing Method \[Page 28\]](#)

[PY-TW Employee Tax Information \[Page 29\]](#)

[PY-TW Income Tax on Overtime \[Page 30\]](#)

[PY-TW Income Tax on Meal Allowance \[Page 31\]](#)

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PY-TW Tax Company Parameters

Definition

The tax parameters of a company are set in the Personal Areas/Subareas (TW) table (V_T7TW0P). The following related information is also set in this table:

- Tax
- Employee Stabilization Fund
- Employee Welfare Fund
- Labor Insurance
- National Health Insurance

PY-TW Taxing Method

Definition

According to legal requirements in Taiwan, the taxing method for local employees and foreign employees who stay in Taiwan for more than 183 days vary. The different methods can be categorized as follows:

- Calculating tax using a formula
(from Tax Withholding Fast Formula table (T7TW2B))
- Calculating tax using tax withholding table
(from Tax Withholding table (T7TW2A))
- Calculating tax using a fix tax rate
(from Wage Type Dependent Tax Rate table (T7TW2E))

The taxing method for foreign employees who stay in Taiwan for less than 183 days is:

- Calculating tax using tax rate
(from Wage Type Dependent Tax Rate table (T7TW2E))

See also:

[PY-TW Examples of Tax on Salary \[Page 36\]](#)

PY-TW Employee Tax Information

Definition

Employee tax information is used by the payroll driver to calculate the tax an employee is liable to pay and the amount the employer must contribute to the tax bureau for each payroll period.

Structure

Employee tax information consists of many items of information. To ensure that an employee's deductions are processed successfully, records in the following master data infotypes must be updated:

- Personal ID (from *Personal IDs* infotype (0185))
Each employee is assigned a unique personal ID, that is used for tax report purposes.
- Name and Gender (from *Personal Data* infotype (0002))
The name and gender of an employee are required during tax calculation. The gender is used during calculation of overtime for male or female employees.
- Address (from *Addresses* infotype (0006))
An employee's address is required during report generation.
- Tax information (from *Income Tax* infotype (0353))
The tax ID status and tax category status sections determine the taxing method and special rules applied for the employee. This information is required to calculate the tax of an employee.

PY-TW Income Tax on Overtime

Purpose

According to current tax law, the total overtime hours (non-taxable hours) must not exceed 46 hours each month for male employees and 24 hours for female employees. Therefore, overtime payment for excess hours is listed as other taxable items. The law can change from time to time according to government regulations.

This process describes how the overtime pay of an employee is calculated.

Prerequisites

- Overtime data must exist in Create Overtime infotype (2005) or Create Employee Remuneration Information infotype (2010).
- Non-taxable overtime hours for male and female employees must exist in Payroll Constants table (V_T511K, payroll constants-OTFEM for female employees and OTMAN for male employees).

Process Flow

The following process describes how overtime is read and stored for tax calculation.

1. Overtime hours are read from data created in infotype.
2. According to the Time Wage Type Selection Rule table (V_T510S) and Mapping Overtime Wage Types table (T7TW6A), the total overtime hours are split into two or more wage types, taxable and non-taxable, before and after cutoff-date.

Example

The following example shows how the overtime hours of a male employee is stored in the wage types:

Non-taxable overtime hours for male employees	= 46 hours
Total overtime hours	= 50 hours
Based on rates set in Table T7TW6A, total overtime hours	(from infotype and stored in wage type MO13)
	= 46 hours (stored in MO13-non-taxable) +
	4 hours (stored in MO03-taxable)

PY-TW Income Tax on Meal Allowance

Purpose

Meal allowances to employees vary among companies. Meal allowances include:

- Reimbursement based on actual expenditure, that is, amount given based on amount spent within a certain limit.
- A fixed meal allowance given to the various types of employees, for example, a fixed amount for managers and another fixed amount for operators.

This process shows the calculation of taxable meal allowance.

Prerequisites

- You must have entered meal allowance data in *Basic Pay* infotype (0008), *Recur. payment/deductions* infotype (0014) or *Additional Payments* infotype (0015).
- You must have entered tax free meal allowance in Payroll Constants table (V_T511P; constant-MEALX).
- Meal allowance income is cumulated to wage type /125 (Total meal allowance).

For more information, see *Tax* section of the *Implementation Guide* (IMG).

Process Flow

The following process describes how meal allowance is read and stored for tax calculation.

1. The system reads the amount of meal allowance from data created in infotype and cumulated to wage type /125 (Total meal allowance).
2. This amount is compared to the taxable rates set in the Payroll Constants table (V_T511P).
3. If the total meal allowance is less than the tax amount, the employee does not need to pay tax. If the total meal allowance is more than the minimum tax amount, the taxable amount is calculated and stored in wage type /124 (Total taxable meal allowance).
4. Run payroll driver to see the results.

Example

The system compares regular meal allowance with the taxable meal payment. For example, according to current tax regulations, the tax free meal allowance for each employee is NT\$1,800 each month. Some companies may provide the NT\$1,800 tax free meal allowance to employees. If your company provides a meal allowance over NT\$1,800, the difference is taxable, as shown below:

Total meal allowance given by a company	: NT\$2,000 each month	(wage type /125)
Range of tax free meal allowance	: NT\$1,800 each month	(set in T511P)
Excess (taxable) amount meal allowance	: NT\$200 each month	(wage type /124)

PY-TW Income Tax on Meal Allowance

PY-TW Income Tax on Salary

Purpose

Different deduction methods are used for calculating salary, depending on the type of salary; that is, fixed salary, non-fixed salary or a combination of fixed and non-fixed salary.

Fixed Salary

An example of a fixed salary is the monthly base salary. The taxable fixed salary amount is stored in wage type /104 and the tax amount is stored in wage type /404.

Non-fixed Salary

An example of a non-fixed salary is income from commission. The non-fixed salary amount is stored in wage type /105. It is multiplied by a fixed rate, for example, 6% to get the tax amount and the final value is stored in wage type /405. The fixed rate, for example, 6% is stored in Payroll Constants table (V_T511K).

Fixed and Non-fixed Salary

An example of a fixed and non-fixed salary is the addition of a monthly base salary plus the non-fixed income salary, for example, bonus. The taxable fixed amount plus non-fixed amount (/104 + /105) is stored in wage type /103 and the final tax amount (/404 + /405) is stored in wage type /403.

This process shows the methods for calculating tax as well as the classifications of salary.

Prerequisites

You must have created an *Income Tax* infotype (0353) for all employees.

Process Flow

The following process describes how salary is read and stored for tax calculation.

1. Tax information is read from data created in *Income Tax* infotype (0353).
2. The taxable incomes are stored in the following wage types:

Income	Wage Type
Fixed salary	/104 (Taxable fixed salary)
Non-fixed salary	/105 (Taxable non-fixed salary)
Fixed+non-fixed salary	/103 (Taxable fixed+non-fixed salary)

3. The tax amounts are calculated and stored in the following wage types:

Tax from Income	Wage Type
Fixed salary	/404 (Fixed salary – tax)
Non-fixed salary	/405 (Non-fixed salary - tax)
Fixed+non-fixed salary	/403 (Fixed+non-fixed salary - tax)

4. Run payroll driver to see the results.

PY-TW Income Tax on Salary

See also:

[PY-TW Creating Tax on Salary \[Page 35\]](#)

[PY-TW Examples: Tax on Salary \[Page 36\]](#)

PY-TW Creating Tax on Salary

Prerequisites

You must have setup the respective tables before entering data in the record.
For more information, see *Tax* section of the *Implementation Guide* (IMG).

Procedure

To setup a record for *Income Tax* infotype (0353):

1. Choose Human resources → Personnel Management → Administration → Maintain master data. The Maintain HR Master data screen appears.
2. Enter the employee's personnel number. Use Matchcode to find a number.
3. Select Income Tax infotype (0353) by entering the name or number in the Infotype field.
4. Choose Create. The Income Tax (TW) screen appears.
5. Enter the required rule in the Special Rules field. Use the down arrow to select a rule, if necessary.
6. Enter the Tax category and Tax dep. Number. These fields are required if the value in the Special Rules field is 0.
7. Save.

Results

A tax record is created for the employee that enables the payroll to calculate the taxes.

See also:

[PY-TW Income Tax on Salary \[Page 33\]](#)

[PY-TW Examples of Tax on Salary \[Page 36\]](#)

PY-TW Examples: Tax on Salary

PY-TW Examples: Tax on Salary

The following are examples of tax calculation using the taxing methods set in the *Tax Category* field. These include:

Tax Category	Taxing Method
A	Progressive Rate
B	Tax Table
C	Standardized
D	computation - for
E	A
	Standardized
	computation - for
	B
	Fixed rate

The examples are calculated based on the following:

Personal allowance	: NT\$70,000 for each tax payer, spouse and dependents
Standard deduction	: NT\$42,000
Special deduction for salary	: NT\$58,000
Annual salary	: 12 * monthly salary
Estimated taxable income	: Estimated Annual Salary - (Personal allowance (1+ no. of dependents) + Standard Deduction + Special Deduction)

If tax to be withheld < NT\$600 (min. tax amount), no withholding is required.

Tax Rate Table

Grade	Taxable Income	Rate of Tax	Progressive Difference
1	Less than 330,000	6	0
2	330,000 – 890,000	13	23,100
3	890,000 – 1,780,000	21	94,300
4	1,780,000 – 3,340,000	30	254,500
5	3,340,000 and over	40	588,500

Example A

Examples of tax calculation using Tax Category A – Progressive rate that uses a tax formula

Example I	Example II
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PY-TW Examples: Tax on Salary

Monthly Fixed Salary Number of Dependents Estimated annual taxable income: Annual salary: 25000 * 12 Formula: 300000 – (70000 * 2 + 42000 + 58000) Annual tax: 60000 * 0.06 – 0 Monthly tax: 3600 / 12	: NT\$25,000 : 1 person = 300,000 (Grade 1) = 60,000 = 3,600 = 300	Monthly Fixed Salary Number of Dependents Estimated annual taxable income: Annual salary: 55,000 * 12 Formula: 660,000 – (70,000 * 3 + 42,000 +58,000) Annual tax: 350,000 * 0.13 – 23,100 Monthly tax: 22,400 / 12	: NT\$55,000 : 2 persons = 660,000 (Grade 2) = 350,000 = 22,400 = 1,867
As this amount < NT\$600 (min. tax amt), no withholding is required.	As this amount > NT\$600 (min. tax amt), income tax withheld is NT\$1,867.		

Example B

Examples of tax calculation using Tax Category B – Tax Table

Example I	Example II		
Monthly Fixed Salary Number of Dependents	: NT\$25,000 : 1 person	Monthly Fixed Salary Number of Dependents	: NT\$55,000 : 2 persons
Income tax to be withheld is NT\$0	Income tax to be withheld is NT\$1,860		

Example C

An example of tax calculation using Tax Category C – Standardize computation - for A

Monthly Fixed Salary Number of Dependents Estimated taxable income: 55,000 * 12 660,000 – (70,000 * 3 + 42,000 +58,000) 350,000 * 0.13 – 23,100 22,400 / 12 Income tax withheld is NT\$1,867 Total non-fixed Salary	: NT\$55,000 : 2 persons = 660,000 = 350,000 = 22,400 = 1,867 : Non-fixed salary * fixed rate = 10,000 * 6% = 600
Total income tax withheld is 1,867 + 600 = NT\$2,647	

Example D

Examples of tax calculation using Tax Category D – Standardize computation - for B

Example I	Example II
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PY-TW Examples: Tax on Salary

Monthly Fixed Salary	: NT\$25,000	Monthly Fixed Salary	: NT\$55,000
Non-fixed salary	: NT\$3,000	Non-fixed salary	: NT\$3,000
Number of Dependents	: 1 person	Number of Dependents	: 2 persons
Monthly tax	: NT\$300	Monthly tax	: NT\$1,867
Non-fixed sal tax: 3,000 * 0.06	: NT\$180	Non-fixed sal tax: 3000 * 0.06	: NT\$180
Total (Fixed + Non-fixed): 300 + 180	: NT\$480	Total (Fixed + Non-fixed): 1867 + 180	: NT\$2,047
Income to be withheld is NT\$480, as is less than NT\$600, no withholding is required.		Income tax to be withheld is NT\$2047	

Example E

An example of tax calculation using Tax Category E – Fixed Rate

Monthly Fixed Salary	: NT\$25,000
Withholding rate	: 6%
Income tax to be withheld is NT\$1,500 for each month	

PY-TW Income Tax on Bonus

Purpose

The amount of bonuses paid to an employee varies from company to company. Bonus amounts can be paid on a percentage of monthly salary, a fixed amount, a fixed ratio (for example, 1 month or 2 months) or based on length of service, job title and salary.

This process lets you calculate the taxable bonus amount.

Prerequisites

- The income information must exist in *Additional Payment* infotype (0015) or *One Time Pay, Off-cycle* infotype (0267).
- The tax rate for bonus must exist in Wage Type Dependent Tax Rate table (T7TW2E).

See also:

[PY-TW Bonus Payment \[Page 9\]](#)

[PY-TW Processing Bonus Payment \[Page 11\]](#)

[PY-TW Creating Bonus Payment \[Ext.\]](#)

PY-TW Income Tax on Non-Salary

Purpose

Income from salaries and wages is earned for performing duties or work. Non-salary income refers to income earned by employees rendering other services, for example, income from commission.

The non-salary income tax rate is different for resident and non-resident employees.

Prerequisites

- Tax information must exist in *Income Tax* infotype (0353).
The *Tax ID Type* field determines the nationality of an employee. For a non-resident employee, the *Tax Category* field is verified to see if the employee's stay is more or less than 183 days. This information is required to calculate the non-salary income tax of an employee.
- The non-salary income information must be present.
We recommend that you enter data in *Create Recur. Payments/Deds* infotype (0014) or *Create Additional Payment* infotype (0015).
- The tax rate for non-salary income must exist in Wage Type Dependent Tax Rate table (T7TW2E).
This table is used for different income category tax rates for local and foreign employees.

Process Flow (Example: Commission)

The following process describes how commission is read and stored for tax calculation.

1. The amount of commission is read from data created in infotype and cumulated to wage type /111 (Commission).
2. This amount is compared to the taxable rates set in Wage Type Dependent Tax Rate table (T7TW2E).
3. If the total amount is less than the minimum tax amount (set in Wage Type Dependent Tax Rate table (T7TW2E)), the employee does not need to pay tax. If the total amount is more than the minimum tax amount, the taxable amount is calculated and stored in wage type /411 (Commission-tax).
4. Run payroll driver to see the results.

PY-TW Tax Reports

Purpose

This process describes how the Tax Report is printed or saved to a diskette for the tax bureau.

Prerequisites

You must have run payroll for your employees and have payroll results. Some reports can also require that specific infotypes have been updated.

Process Flow

The Tax Reporting Process:

Although the reporting process described below is the same for all reports generated by Tax Reporter, the periodicity of the reports depends on federal and local requirements.

1. **Preparation:** Before creating a regulatory report, you must prepare the payroll results for generation. This involves specifying the type and form of payroll data to use and related wage types. The system uses your entries to filter the results and stores the data in tax interface tables.
2. **Generation:** Generate and check the report. Specify the report you want to generate and the area and period for which you want the report created. The system uses your entries to extract the appropriate data from the tax interface tables that were filled during preparation.
3. **Output:** After generating the report, you can print it or save it to a diskette. The different media correspond to the legal requirements of the bureaus requiring the reports.

See also:

[PY-TW Preparing Tax Reports \[Page 46\]](#)

PY-TW Periodically Income Tax Summary Report (HTWCTXP0)

PY-TW Periodically Income Tax Summary Report (HTWCTXP0)

Use

As to legal requirements in Taiwan, company should submit employee income tax summary to local tax bureau after each payment, no matter it is an off-cycle or regular one.

You can print out the list generated. However, currently you can't download the Income Tax Summary Form, you have to fill in the paper form manually.

Prerequisites

- You have run payroll successfully.
- You maintain table *T7TW2E (Wage Type Dependent Tax Rate)* properly. It defines tax rate and non-taxable amount for different wage types.



To maintain this, you go to *Payroll Taiwan* → *Tax* → *Payroll* → [Define Wage Type Dependent Tax Rate \[Ext.\]](#) in *implementation guide (IMG)*.

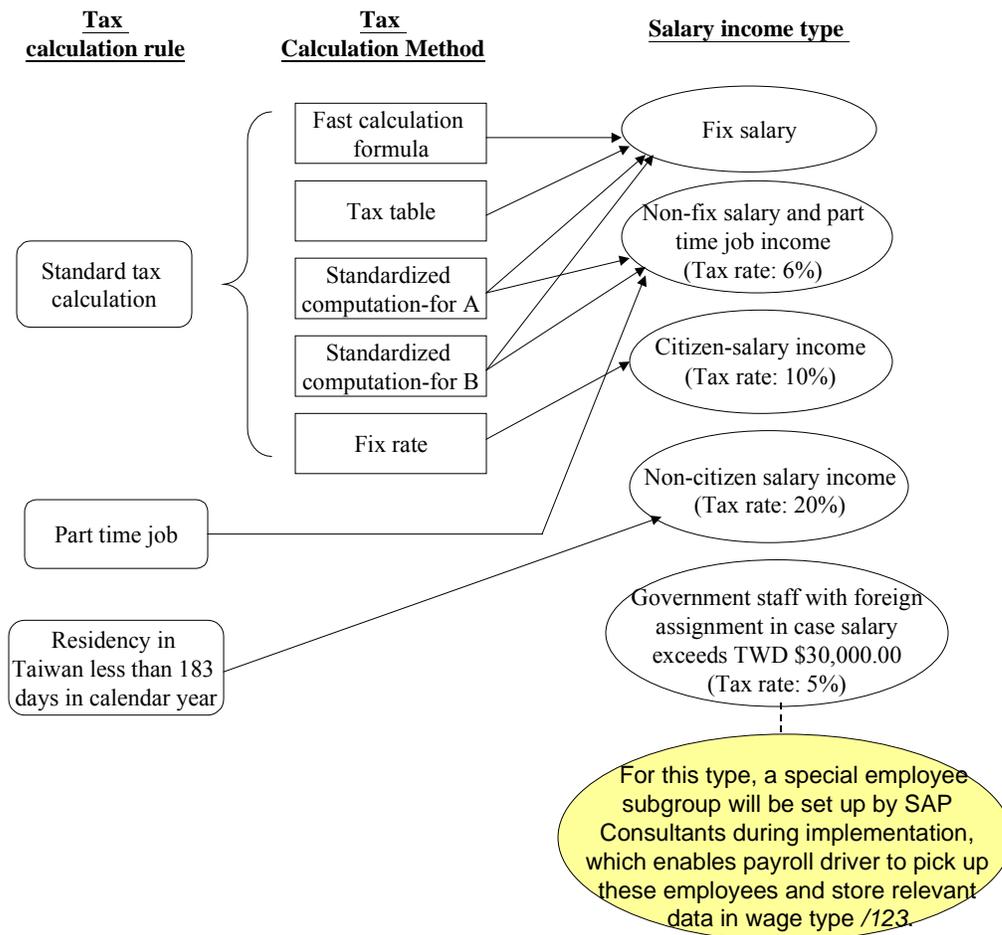
Features

By reading data in both *Income Tax* infotype (0353) and payroll results, it categorizes salary incomes of selected employees into five types, which are defined in the Income Tax Summary Form delivered by Tax Bureau.

- Infotype 0353:
 - For full-time employee, including Taiwan residents and foreigners whose period of stay is no less than 183 days:
 - ~ Tax calculation rule: Standard tax calculation
 - ~ Tax calculation method: five methods are all applicable.
 - Fast calculation formula
 - Tax table
 - Standardized computation-for A
 - Standardized computation-for B
 - Fix rate
 - For part-time employee:
 - Tax calculation rule: special rule for part time job
 - Tax rate: 6%
 - For foreigners whose period of stay is less than 183 days:
 - Tax calculation rule: special rule for residency in Taiwan less than 183 days in calendar year

PY-TW Periodically Income Tax Summary Report (HTWCTXP0)

- Tax rate: 20%
- The table below elaborates the relationships of types of salary income in the Income Tax Summary Form and data in infotype 0353.



- If employees selected belong to different tax bureau, they will be listed separately. You can reprint the list generated.

PY-TW Tax Yearly Certificate Report and Media Form (HTWCTXM0)

PY-TW Tax Yearly Certificate Report and Media Form (HTWCTXM0)

Use

It is legal requirement in Taiwan for employers to submit year end tax withdrawal report to the tax bureau. Tax due to employee welfare fund can be included as well.

According to relevant laws in Taiwan, Taxation for residents should be reported yearly, while foreigners whose period of stay is less than 183 days monthly. However, SAP provides an additional function in this report. With *resident period* flagged, you can execute the report for internal use. This is defaulted as a test run.

Integration

Name	Function
<i>Sequence number of income tax return reporting table (T7TW2F)</i>	<p>It records relevant data of employees who have been selected for the report.</p> <p>Information listed includes Enterprise Unified ID, Tax Media Filing Code, Tax form number and its sequence numbers, employees' personnel number and tax year information.</p> <p>It is updated by the execution of the report.</p>
<i>Reported data of tax withdrawal report table (T7TW2I)</i>	<p>It stores results of the report, include details of employees' personal data and organizational assignment information.</p> <p>It is updated by the execution of the report.</p>

Prerequisites

- You have run relevant payroll successfully.
- You maintain *Maintain tax media filing sequence number reservation table (T7TW2G)* properly.

It defines the sequence number of different types of tax forms for separate tax year.

The relevant sequence number will be extracted to the tax report generated and stored in *T7TW2F* and *T7TW2I*.



To maintain this, you should go to *Payroll Taiwan*→*Tax*→*Reports*→[Define Sequence No. of Year-End Tax Report \[Ext.\]](#) in *implementation guide (IMG)*.

- When executing the report for foreigners without address, you must maintain *Address table (T636A)* and feature *TWEAD*. Company address will be used for them instead.



To maintain this, you should go to *Payroll Taiwan*→*Tax*→*Reports*→[Maintain Default Foreigner Address \[Ext.\]](#) in *IMG*.

PY-TW Tax Yearly Certificate Report and Media Form (HTWCTXM0)**Activities**

- For different type of income, there are different types of tax form.
- For foreigners without address, flag *Address from Feature (TWEAD)*. Company address stored in the system will be used instead.
- You can choose whether to include previous year retroactive income in this report.
- If output fails, you can start *re-print* function by flagging *test run mode*.

You may download the report results / list to a disk to send to the tax bureau.

PY-TW Preparing Tax Reports

Prerequisites

All tax information must exist in the respective infotypes or tables.

Procedure

1. Choose Human resources → Payroll accounting → Asia/Pacific → Taiwan → Subs.activities → Annual → Reporting → Tax → Tax withhold media. The Tax Yearly Certificate Report & media Form appears.
2. Select Resident yearly or Foreign monthly and enter the range of period.
3. Enter the appropriate fields in the Selection and Tax Certification Form section. If you choose Public Listed Company, the company is listed and classified under different income category, that is, code such as 54. If you choose blank, the system selects all possible forms from the payroll result.
4. If you choose Test, you simulate the generation of the forms without updating the generation bookkeeping table.
5. Enter a path name if you wish to save the results to a specified file.
6. Choose Execute.

PY-TW Tax Retrocalculation

Purpose

Retroactive calculation is used if there is a change of earnings for the past. When the payroll driver detects a change for past periods, it makes evaluations to perform retroactive payroll calculation.

Process Flow

Depending on the nature of the retroactive change, the payroll driver makes the following evaluations:

- Does the change effect pay periods in the previous year?
- Was there an overpayment or an underpayment?
- Was there a change in tax state that we did not realize?

The payroll driver then uses one of the following methods to process the retroactive change:

Tax-When-Paid

The payroll driver forwards the changed taxable amounts to the current pay period and modifies the current taxable earnings. It then calculates the taxes using the current period's tax authority and tax rate. The taxable earnings and the taxes of the previous period are not changed.

Example

Jan salary	= NT\$30,000	
Tax in Jan	= 10% * 30,000 = NT\$3,000	(/104)
Feb salary	= NT\$40,000	
Tax in Feb	= 10% * 40,000 = NT\$4,000	(/404)
		(/104)
		(/404)
Assuming that salary in Jan should be NT\$40,000, that is, back pay of NT\$10,000 is required with 10% tax (for Jan). Thus:		
Salary difference in Jan & Feb	= NT\$10,000	(/A04)
Total salary in Feb	= NT\$40,000 (/104) + NT\$10,000(/Z04	
Total tax in Feb	= NT\$50,000 * 10 % = NT\$5,000	(/404)

PY-TW Tax Retrocalculation

PY-TW Labor Insurance(LI)

Purpose

This component lets you calculate and process employer and employee Labor Insurance (LI) contributions according to government regulations.

The following Labor Insurance and fund are compulsory contributions to Labor Insurance Bureau in Taiwan:

- Ordinary Risk Insurance (Known as Labor Insurance)
Both employer and employee contribute to the insurance premium. This is based on the employee's monthly income.
- Occupational Risk Insurance
The premium is determined according to different industries. Companies whose work locations are hazardous must pay the total insurance premium for each month.
- Deferred Wage Fund (DWF)
This is a monthly contribution by the employer to the government. The purpose of this fund is for a situation when an employee's payroll is delinquent due to the cessation of operations by the employer. The employee can apply to the government for a payment from the fund.

Implementation Considerations

The respective tables must be setup before processing LI contributions.

For more information, see *Labor Insurance (LI)* section of the *Implementation Guide (IMG)*.

Features

This system lets you process the above-mentioned insurance and fund as well as generate LI reports that are given to the LI insurance authority.

See also:

[PY-TW Creating Labor Insurance\(LI\) Details \[Page 50\]](#)

[PY-TW Labor Insurance \(LI\) Reports \[Page 52\]](#)

PY-TW Creating Labor Insurance (LI) Details

PY-TW Creating Labor Insurance (LI) Details

Prerequisites

You must setup the respective rates before entering data in the record.

For more information, see *Labor Insurance (LI)* section of the *Implementation Guide (IMG)*.

Procedure

To setup a record for LI contributions in *Labor Insurance infotype (0354)*:

1. On the SAP Easy Access screen, choose Human resources → Personnel management → Administration → HR master data → Maintain. The Maintain HR Master data screen appears.
2. Enter the employee's personnel number.
3. Select Labor Insurance infotype (0354) by entering the name or number in the Infotype field.
4. Choose Create. The Labor Insurance screen appears.
5. Select the Status and Report ID number.
6. Enter the Class. This field determines the employee's and employer's premium based on the range of salary set in the Insurance Amount Category (T7TW1B) and Payroll Constants (V_T511K) tables.
7. The Branch code is defaulted from company parameters.
8. Save.

Results

LI records are created for the employee. These enable the payroll to calculate the LI contributions.

Example

According to the reference table issued by the LI bureau, for an employee with class '21' the LI amount and contribution rates are as follows:

- LI insured amount = NT\$40,100
- LI rate = 6.5%
- Employee contribution rate = 20%
- Employer contribution rate = 70%

Employee LI premium:	
Formula :	$\text{LI insured amount} * \text{LI rate} * \text{employee contribution rate}$ $\text{NT\$40,100} * 6.5\% * 20\%$ $= \text{NT\$521}$
Employer LI premium:	

PY-TW Creating Labor Insurance (LI) Details

Formula :	$\text{LI insured amount} * \text{LI rate} * \text{employer contribution rate}$ $\text{NT\$40,100} * 6.5\% * 70\%$ $= \text{NT\$1,825}$
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PY-TW Labor Insurance (LI) Reports

PY-TW Labor Insurance (LI) Reports

Use

As to legal requirements in Taiwan, company should notify LI Bureau of employment or termination of workers, of admission or withdrawal of members, or of adjustments in insurance amounts.

Via execution of the reports, you can create legal forms and submit to LI Bureau.

You can update table Table *T7TW1L*, which stores last LI/NHI data via execution of the reports.



You can only update the table after you download the legal forms first.

The reports are:

- Join

This is given to the LI Bureau when a new employee joins the company.



You can execute the other reports after you run the join report.

- Quit

This is given to the LI Bureau when the employee leaves the company.



Detailed instruction on preparing the above two reports is included in [PY-TW Preparing Labor Insurance \(LI\) Reports \[Page 60\]](#).

- LI Amount adjust

This is given to the LI Bureau when there is an LI insurance amount adjustment for an employee.

- LI/NHI Insurance Amount Adjustment (from payroll) Report

This report is generated regularly to update the employee's LI insurance amount *in Labor Insurance* infotype (0354) / *National Health Insurance (NHI)* infotype (0355) from the payroll result.

- LI/NHI Insurance Amount Adjustment (from new class table) Report

This report is generated when there is a new LI category table issued by the insurance authority.

- Certificate LI/NHI Report

This report is used to print the LI insurance amount for the year.

See also:

[PY-TW LI Amount Adjust Report \(HTWLLIA0\) \[Page 54\]](#)

[PY-TW Read Payroll Result and Update IT 0354/0355 \(HTWLAM00\) \[Page 69\]](#)

PY-TW Labor Insurance (LI) Reports

[PY-TW Delimit IT0354 0355 when T7TW1B Changed \(HTWLNC00\) \[Page 71\]](#)

[PY-TW Certificate LI/NHI Report \(HTWLCE00\) \[Page 68\]](#)

PY-TW LI Amount Adjust Report (HTWLLIA0)

PY-TW LI Amount Adjust Report (HTWLLIA0)

Use

It is legal requirement in Taiwan for company to submit Labor Insurance (LI) Insurance Amount Adjustment Form to LI Bureau, if there are adjustments in employees LI insurance amount.

Company should send the form before the first day in the following month of the adjustment day.



LI insurance amount is determined by employee basic salary, which stores in *Insured amt & up range of salary table (T7TW1B)*.

When there is a change in employee basic salary, you should maintain relevant LI insurance amount accordingly.

You use this report to create LI insurance amount adjust form to LI Bureau.



If you have already reported the adjustment while you still want to refer for information, you should flag *No actual download* when executing this report.

Prerequisites

- You maintain *Labor Insurance (TW) Infotype (0354)* properly.
The insurance amount adjustment should always begin from the 1st day of a month.
- *LI Join Report (HTWLLIJ0)* for relevant employees is executed.

Activities

- It reads data in infotype *0354*.
- By choosing *Update*→*Update*, you can update *Last reported data of LI/NHI reports table (T7TW1L)*, which stores last LI/NHI data.
- By choosing *Update*→*Download*, you can download LI Insurance Amount Adjustment Form (pre-delivered in the system) and send it to LI Bureau.

See also:

[PY-TW Preparing Labor Insurance \(LI\) Reports \[Page 60\]](#)

PY-TW Certificate LI/NHI Report (HTWLCE00)

Use

As to legal requirements in Taiwan, employer need to deduct from the monthly payroll the premium contributed by employees both for Labor Insurance (LI) and National Health Insurance (NHI), and pay it together with the portion of the employer contribution to the insurer.

Employee contributions for LI/NHI are tax exempt income by law. Thus, employer should submit annual certificates for withholding employee LI/NHI contributions to the Tax Bureau at the end of the tax year.

You run this report to generate this certificate.



The tax year in Taiwan is the calendar year, commencing on January 1 and ending on December 31 of each year.

Integration

When you execute *Payroll Driver for Taiwan (HTWCALC0)*, it updates the internal table *Cumulations Results Table (CRT)*, which stores relevant data of employee payments and deductions, including LI and NHI contributions.

This report reads data in this table.

Prerequisites

You have run relevant annual payroll successfully.

Activities

- You must specify *Year of Certificate*.
- You can list the contributions after execution of the report, or you can choose to download the list to a diskette or local drive. The layout of the list can be changed too.
- By choosing *Print form*, you can print it out in pre-delivered format.

PY-TW Read Payroll Result and Update IT 0354/0355 (HTWLAM00)

Use

When you execute this report, it compares payroll results with last LI/NHI data and you can update LI and NHI insurance amounts in corresponding infotypes below:

- *Labor Insurance (TW)* infotype (0354)
- *National Health Insurance (TW)* infotype (0355)

You should run this report regularly to keep infotype 0354 and 0355 up to date.



After execution of this report, you should run report *HTWLLIA0 (LI Amount Adjust Report)* or *HTWLHIA0 (NHI Adjust Report)* to update *Last reported data of LI/NHI reports table (T7TW1L)*, which stores last reported LI/NHI data.

Prerequisites

- You maintain relevant master data properly.
- You execute *LI Join report (HTWLLIJ0)* and *NHI Join report (HTWLHIJ0)* for relevant employees.

Activities

- The insurance amount consists of two categories:
 - Basic Salary:
 - In *Wage type valuation table T512W*, *evaluation class 7* is configured for the wage types for LI/NHI basic salary.
 - After input *Basic Salary year/month*, the wage types in *RT (Payroll Results table)* with *evaluation class 7* will be summed.
 - Input *Schema*. In case there is no payroll result in *RT* for the period selected, a background payroll simulation run will carry out.
 - Average of variable incomes from the past periods
 - It is configured by *Number of past period* and *Range of past periods* in the selection screen.
 - In *RT*, wage type for NHI data is /107, while LI is /108.
 - System will sum these data with specified periods up and average them.
- With the summing up of the amounts for the two categories, you have a total based on payroll results.
 - You can compare it with Last LI/NHI data either from table *T7TW1L* or infotypes and list the difference.
- You can create a batch job to update infotype 0354/0355.

PY-TW Read Payroll Result and Update IT 0354/0355 (HTWLAM00)

See also:

[PY-TW LI Amount Adjust Report \(HTWLLIA0\) \[Page 54\]](#)

[PY-TW NHI Adjust Report \(HTWLHIA0\) \[Page 67\]](#)

PY-TW Delimit IT0354 0355 when T7TW1B Changed (HTWLNC00)

PY-TW Delimit IT0354 0355 when T7TW1B Changed (HTWLNC00)

Use

You run this report to modify *Labor Insurance (TW)* infotype (0354) and *National Health Insurance (TW)* infotype (0355) when the new LI/NHI insurance amount category table is issued by insurance authority.

Generally, the insurance amount category table (in system, table *T7TW1B*) is updated annually. Once a new table is issued, you should run this report to insert or modify record in infotype 0354 or 0355.

Prerequisites

- Maintain table *T7TW1B* according to the new table issued.



To maintain this, you should:

For LI, go to *Payroll Taiwan*→*Labor Insurance (LI)*→*Master Data*→[Define LI Amount Category \[Ext.\]](#) in *implementation guide (IMG)*;

For NHI, go to *Payroll Taiwan*→*National Health Insurance (NHI)*→*Master Data*→[Define NHI Amount Category \[Ext.\]](#) in *IMG*.

- Maintain field *LIMIN* and *NHIMN* in *Payroll constants* table *T511K*.
 - *LIMIN*:
the minimum amount of LI normal employee, i.e. not children worker, part timer or trainee. Normally it is the class 1 amount in LI category table.
 - *NHIMN*:
the minimum amount of NHI normal employee, i.e. not children worker, part timer or trainee. Normally it is the class 1 amount in NHI category table.

Features

- You should run this report immediately after you maintain table *T7TW1B*.
- This report will look at the insurance class on the table modification date and then find out the old insurance amount from table *T7TW1B*. From the old insurance amount, this report then find the corresponding new class in table *T7TW1B*. If there is class change or no class change but insurance amount is changed, then records in infotype 0354 or 0355 will be inserted or modified.
- To avoid running the same report to the same pernr again, two cases are rejected and they must be maintained manually.
 - if the pernr has a record with begda = modification date
 - if the pernr has only record > modification date

You can create a batch file to update infotype record.

PY-TW List and Update LI/NHI Data (HTWLHI00)

Use

Normally, you run LI/NHI reports to create various legal forms to report changes of LI/NHI data to LI/NHI Bureau. Moreover, when you execute the report, you can update *Last reported data of LI/NHI reports* table (*T7TW1L*), which stores last LI/NHI data. In this case, relevant data in infotypes and table *T7TW1L* are consistent.

However, sometimes, you might fill in the paper forms instead of running the reports. In this way, discrepancy occurs between the data in infotypes and table *T7TW1L*.

You can run this report to update the table under such circumstance.

Activities

- It reads data from *Labor Insurance (TW)* infotype (*0354*) or *National Health Insurance (TW)* infotype (*0355*).
- You can list LI or NHI data of selected employee(s) from infotypes on report date.
- You can choose to list or update the status.



For LI, only *Join* and *Quit* are feasible; for NHI, all six status are available.

See also:

[PY-TW Labor Insurance \(LI\) Reports \[Page 52\]](#)

[PY-TW National Health Insurance \(NHI\) Reports \[Page 65\]](#)

PY-TW Preparing Labor Insurance (LI) Reports

Prerequisites

All Labor Insurance (LI) information must exist in the respective infotypes or tables.

Procedure

To generate a Join, Personal data change, Amount adjust or Quit report:

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Taiwan* → *Subs.activities* → *Period-independent* → *Payroll supplement* → *LI legal reports* → *Join / Personal data change / Amount adjust or Quit*. The *Join / Personal data change / Amount adjust or Quit* screen appears.
2. Enter the period when the report is to be generated.
3. Enter data in the fields of the *Selection and report* sections. If you choose *Test*, you simulate the generation of the report without updating the generation bookkeeping table.
4. Choose *Execute*.

To generate an Insurance Amount Adjustment (from payroll) LI report:

To adjust the LI insurance amount, select *From Payroll*.

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Taiwan* → *Subs.activities* → *Period-independent* → *Reporting* → *Update LI/NHI infotypes* → *From payroll*. The *From Payroll* screen appears.
2. Enter the period when the report is to be generated.
3. Enter data in the fields of the *Selection and NHI and LI average premium / user parameter* sections. If you choose *Test*, you simulate the generation of the report without updating the generation bookkeeping table.
4. Choose *Execute*.

To generate an Insurance Amount Adjustment (from new class table) LI report:

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Taiwan* → *Subs.activities* → *Period-independent* → *Reporting* → *Update LI/NHI infotypes* → *From new class table*. The *From new class table* screen appears.
2. Enter the period when the report is to be generated.
3. Enter data in the fields of the *Selection and NHI and LI average premium / user parameter* sections. If you choose *Test*, you simulate the generation of the report without updating the generation bookkeeping table.
4. Choose *Execute*.

To generate a LI amount certificate:

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Taiwan* → *Subs.activities* → *Period-independent* → *Reporting* → *LI/NHI amount certificate*. The *Certificate for LI/NHI Payment* screen appears.
2. Enter the period when the report is to be generated.

PY-TW Preparing Labor Insurance (LI) Reports

3. Enter data in the fields of the *Selection and From Selection* sections. If you choose *Test*, you simulate the generation of the report without updating the generation bookkeeping table.
4. Choose *Execute*.



All the above reports can be generated for different periods by selecting *Other period* or *Period-independent*. The LI amount certificate can also be generated by selecting *Annual*.

PY-TW National Health Insurance (NHI)

PY-TW National Health Insurance (NHI)

Purpose

National Health Insurance (NHI) is a compulsory insurance that the employer is required to apply for each employee. It is contributed by the employer and employee for the employee and the employee's dependents.

The NHI insured amount is decided using the employee's payroll to locate the equivalent amount shown in the National Health Insurance Insured Amount Grade Table issued by the National Health Insurance Bureau. The NHI insured amount cannot be lower than the Labor Insurance insured amount.

This component lets you calculate and process the employer's and employee's NHI contributions according to government regulations. The number of dependents of the employee is also taken into account.

Implementation Considerations

The respective tables must be setup before processing NHI contributions.

For more information, see the *National Health Insurance (NHI)* section of the *Implementation Guide (IMG)*.

See also:

[PY-TW Creating National Health Insurance\(NHI\) Details \[Page 63\]](#)

[PY-TW National Health Insurance \(NHI\) Reports \[Page 65\]](#)

PY-TW Creating National Health Insurance (NHI) Details

Prerequisites

You must setup the respective rates before entering data in the record. For more information, see *National Health Insurance (NHI)* section of the *Implementation Guide (IMG)*.

Procedure

To set up a record for NHI contributions in *National Health Insurance* infotype (0355):

1. On the SAP Easy Access screen, choose Human resources → Personnel management → Administration → HR master data → Maintain. The Maintain HR Master data screen appears.
2. Enter the employee's personnel number.
3. Select National Health Insurance infotype (0355) by entering the name or number in the Infotype field.
4. Choose Create. The National Health Insurance screen appears.
5. Select the entries in the Status section.
6. Enter the Class. This field determines the employee's and employer's premium based on the range of salary set in Insurance Amount Category (T7TW1B), NHI Contribution Percentage (T7TW1J) and Payroll Constants (V_T511K) tables.
7. Save.

Result

NHI records are created for the employer and employee that enable the payroll to calculate the NHI contributions correctly.

Example

According to the reference table issued by the NHI bureau, for an employee with class '28' the NHI amount and contribution rates and percentages are as follows:

- NHI insured amount = NT\$53,000
- NHI rate = 4.25%
(Payroll constant(NHPCT) from Payroll Constants(T511K) table)
- Employer contribution rate = 60%
(Payroll constant(NEERP) from NHI Contribution Percentage (T7TW1J) table)
- Employee contribution rate = 30%
(Payroll constant(NEERP) from NHI Contribution Percentage(T7TW1J) table)
- Average member rate = 0.95
(Payroll constant (NHAVE) from Payroll Constants(T511K) table)
- Number of dependents = 1

Employer NHI premium:

PY-TW Creating National Health Insurance (NHI) Details

Formula :	$\text{NHI insured amount} * \text{NHI rate\%} * \text{ER NHI contribution \%} * (\text{No. of dependents} + \text{average family member rate})$ $\text{NT\$53 000} * 4.25\% * 60\% * (1+0.95)$ $= \text{NT\$2,635}$
Employee NHI premium:	
Formula :	$\text{NHI insured amount} * \text{NHI rate\%} * \text{EE NHI contribution \%}$ $\text{NT\$53,000} * 4.25\% * 30\%$ $= \text{NT\$676}$
For number of dependent:	
Formula :	$\text{NHI insured amount} * \text{NHI rate\%} * \text{EE NHI contribution \%} * \text{No. of dependents}$ $\text{NT\$53,000} * 4.25\% * 30\% * 1$ $= \text{NT\$676}$

PY-TW National Health Insurance (NHI) Reports

Use

As to legal requirements in Taiwan, company should notify NHI Bureau of employment or termination of workers, of admission or withdrawal of members, or of adjustments in insurance amounts.

Via execution of the reports, you can create legal forms and submit to NHI Bureau.

You can update table Table *T7TW1L*, which stores last LI/NHI data via execution of the reports.



You can only update the table after you download the legal forms first.

The reports are:

- Join

This is given to the NHI Bureau when a new employee joins the company.



You can execute the other reports after you run the join report.

- Medium report

This is used to create a file containing the NHI Join information of employees. The file can be downloaded and sent to the NHI Bureau, for example, on diskette.

- Quit

This is given to the NHI Bureau when the employee leaves the company.



Detailed instruction on how to prepare the above three reports is included in [PY-TW Preparing National Health Insurance\(NHI\) Reports \[Page 73\]](#).

- NHI Amount adjust

This is given to the NHI Bureau when there is an NHI insurance amount adjustment for an employee.

- LI/NHI Insurance Amount Adjustment (from payroll) Report

This report is generated regularly to update the employee's NHI insurance amount in *Labor Insurance* infotype (0354) / *National Health Insurance (NHI)* infotype (0355) from payroll result.

- LI/NHI Insurance Amount Adjustment (from new class table) Report

This report is generated when there is a new NHI category table issued by the insurance authority.

- Certificate for LI/NHI Payment Report

This report is used to print the LI/NHI insurance amount for the year.

See also:

PY-TW National Health Insurance (NHI) Reports

[PY-TW NHI Adjust Report \(HTWLHIA0\) \[Page 67\]](#)

[PY-TW Read Payroll Result and Update IT 0354/0355 \(HTWLAM00\) \[Page 69\]](#)

[PY-TW Delimit IT0354 0355 when T7TW1B Changed \(HTWLNC00\) \[Page 71\]](#)

[PY-TW Certificate LI/NHI Report \(HTWLCE00\) \[Page 68\]](#)

PY-TW NHI Adjust Report (HTWLHIA0)

Use

It is legal requirement in Taiwan for employers to send the NHI Insurance Amount Adjustment Form to NHI Bureau for any insurance amount adjustments.

Company should send the form before the first day of the following month of the adjustment day.



NHI insurance amount is determined by employee basic salary, which stores in *Insured amt & up range of salary* table (T7TW1B). When there is a change in employee basic salary, you should maintain relevant NHI insurance amount accordingly.

You use this report to create file of NHI insurance amount adjust form to NHI Bureau.



If you have already reported the adjustment while you want to refer for information, you should flag *No actual download* when executing this report.

Prerequisites

- You maintain *National Health Insurance (TW)* Infotype (0355) properly.
The insurance amount adjustment should always begin from the 1st day of a month.
- *NHI Join Report (HTWLHIJ0)* for relevant employees is executed.

Activities

- It reads data in infotype 0355.
- By choosing *Update*→*Update*, you can update *Last reported data of LI/NHI reports* table (T7TW1L), which stores last LI/NHI data.
- By choosing *Update*→*Download*, you can download the NHI Insurance Amount Adjustment Form (pre-delivered in the system) and send it to NHI Bureau.

See also:

[PY-TW Preparing National Health Insurance\(NHI\) Reports \[Page 73\]](#)

PY-TW Certificate LI/NHI Report (HTWLCE00)

PY-TW Certificate LI/NHI Report (HTWLCE00)

Use

As to legal requirements in Taiwan, employer need to deduct from the monthly payroll the premium contributed by employees both for Labor Insurance (LI) and National Health Insurance (NHI), and pay it together with the portion of the employer contribution to the insurer.

Employee contributions for LI/NHI are tax exempt income by law. Thus, employer should submit annual certificates for withholding employee LI/NHI contributions to the Tax Bureau at the end of the tax year.

You run this report to generate this certificate.



The tax year in Taiwan is the calendar year, commencing on January 1 and ending on December 31 of each year.

Integration

When you execute *Payroll Driver for Taiwan (HTWCALC0)*, it updates the internal table *Cumulations Results Table (CRT)*, which stores relevant data of employee payments and deductions, including LI and NHI contributions.

This report reads data in this table.

Prerequisites

You have run relevant annual payroll successfully.

Activities

- You must specify *Year of Certificate*.
- You can list the contributions after execution of the report, or you can choose to download the list to a diskette or local drive. The layout of the list can be changed too.
- By choosing *Print form*, you can print it out in pre-delivered format.

PY-TW Read Payroll Result and Update IT 0354/0355 (HTWLAM00)

Use

When you execute this report, it compares payroll results with last LI/NHI data and you can update LI and NHI insurance amounts in corresponding infotypes below:

- *Labor Insurance (TW)* infotype (0354)
- *National Health Insurance (TW)* infotype (0355)

You should run this report regularly to keep infotype 0354 and 0355 up to date.



After execution of this report, you should run report *HTWLLIA0 (LI Amount Adjust Report)* or *HTWLHIA0 (NHI Adjust Report)* to update *Last reported data of LI/NHI reports table (T7TW1L)*, which stores last reported LI/NHI data.

Prerequisites

- You maintain relevant master data properly.
- You execute *LI Join report (HTWLLIJ0)* and *NHI Join report (HTWLHIJ0)* for relevant employees.

Activities

- The insurance amount consists of two categories:
 - Basic Salary:
 - In *Wage type valuation table T512W*, *evaluation class 7* is configured for the wage types for LI/NHI basic salary.
 - After input *Basic Salary year/month*, the wage types in *RT (Payroll Results table)* with *evaluation class 7* will be summed.
 - Input *Schema*. In case there is no payroll result in *RT* for the period selected, a background payroll simulation run will carry out.
 - Average of variable incomes from the past periods
 - It is configured by *Number of past period* and *Range of past periods* in the selection screen.
 - In *RT*, wage type for NHI data is /107, while LI is /108.
 - System will sum these data with specified periods up and average them.
- With the summing up of the amounts for the two categories, you have a total based on payroll results.
 - You can compare it with Last LI/NHI data either from table *T7TW1L* or infotypes and list the difference.
- You can create a batch job to update infotype 0354/0355.

PY-TW Read Payroll Result and Update IT 0354/0355 (HTWLAM00)

See also:

[PY-TW LI Amount Adjust Report \(HTWLLIA0\) \[Page 54\]](#)

[PY-TW NHI Adjust Report \(HTWLHIA0\) \[Page 67\]](#)

PY-TW Delimit IT0354 0355 when T7TW1B Changed (HTWLNC00)

Use

You run this report to modify *Labor Insurance (TW)* infotype (0354) and *National Health Insurance (TW)* infotype (0355) when the new LI/NHI insurance amount category table is issued by insurance authority.

Generally, the insurance amount category table (in system, table *T7TW1B*) is updated annually. Once a new table is issued, you should run this report to insert or modify record in infotype 0354 or 0355.

Prerequisites

- Maintain table *T7TW1B* according to the new table issued.



To maintain this, you should:

For LI, go to *Payroll Taiwan*→*Labor Insurance (LI)*→*Master Data*→[Define LI Amount Category \[Ext.\]](#) in *implementation guide (IMG)*;

For NHI, go to *Payroll Taiwan*→*National Health Insurance (NHI)*→*Master Data*→[Define NHI Amount Category \[Ext.\]](#) in *IMG*.

- Maintain field *LIMIN* and *NHIMN* in *Payroll constants* table *T511K*.
 - *LIMIN*:
the minimum amount of LI normal employee, i.e. not children worker, part timer or trainee. Normally it is the class 1 amount in LI category table.
 - *NHIMN*:
the minimum amount of NHI normal employee, i.e. not children worker, part timer or trainee. Normally it is the class 1 amount in NHI category table.

Features

- You should run this report immediately after you maintain table *T7TW1B*.
- This report will look at the insurance class on the table modification date and then find out the old insurance amount from table *T7TW1B*. From the old insurance amount, this report then find the corresponding new class in table *T7TW1B*. If there is class change or no class change but insurance amount is changed, then records in infotype 0354 or 0355 will be inserted or modified.
- To avoid running the same report to the same pernr again, two cases are rejected and they must be maintained manually.
 - if the pernr has a record with begda = modification date
 - if the pernr has only record > modification date

You can create a batch file to update infotype record.

PY-TW List and Update LI/NHI Data (HTWLHI00)

PY-TW List and Update LI/NHI Data (HTWLHI00)

Use

Normally, you run LI/NHI reports to create various legal forms to report changes of LI/NHI data to LI/NHI Bureau. Moreover, when you execute the report, you can update *Last reported data of LI/NHI reports* table (*T7TW1L*), which stores last LI/NHI data. In this case, relevant data in infotypes and table *T7TW1L* are consistent.

However, sometimes, you might fill in the paper forms instead of running the reports. In this way, discrepancy occurs between the data in infotypes and table *T7TW1L*.

You can run this report to update the table under such circumstance.

Activities

- It reads data from *Labor Insurance (TW)* infotype (*0354*) or *National Health Insurance (TW)* infotype (*0355*).
- You can list LI or NHI data of selected employee(s) from infotypes on report date.
- You can choose to list or update the status.



For LI, only *Join* and *Quit* are feasible; for NHI, all six status are available.

See also:

[PY-TW Labor Insurance \(LI\) Reports \[Page 52\]](#)

[PY-TW National Health Insurance \(NHI\) Reports \[Page 65\]](#)

PY-TW Preparing National Health Insurance(NHI) Reports

Prerequisites

All National Health Insurance (NHI) information must exist in the respective infotypes or tables.

Procedure

To generate a Join, Personal data change, Amount adjust, Quit or Medium report:

5. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Taiwan* → *Subs.activities* → *Period-independent* → *Payroll supplement* → *NHI legal reports* → *Join / Personal data change / Amount adjust / Quit or Medium report*. The *Join / Personal data change / Amount adjust / Quit or Medium report* screen appears.
6. Enter the period when the report is to be generated.
7. Enter data in the fields of the *Selection* and *report* sections. If you choose *Test*, you simulate the generation of the report without updating the generation bookkeeping table.
8. Choose *Execute*.

To generate an Insurance Amount Adjustment (from payroll) NHI report:

5. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Taiwan* → *Subs.activities* → *Period-independent* → *Reporting* → *Update LI/NHI infotypes* → *From payroll*. The *From payroll* screen appears.
6. Enter the period when the report is to be generated.
7. Enter data in the fields of the *Selection* and *NHI and LI average premium / user parameter* sections. If you choose *Test*, you simulate the generation of the report without updating the generation bookkeeping table.
8. Choose *Execute*.

To generate an Insurance Amount Adjustment (from new class table) NHI report:

5. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Taiwan* → *Subs.activities* → *Period-independent* → *Reporting* → *Update LI/NHI infotypes* → *From new class table*. The *From new class table* screen appears.
6. Enter the period when the report is to be generated.
7. Enter data in the fields of the *Selection* and *NHI and LI average premium / user parameter* sections. If you choose *Test*, you simulate the generation of the report without updating the generation bookkeeping table.
8. Choose *Execute*.

To generate a LI/NHI amount certificate:

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Taiwan* → *Subs.activities* → *Period-independent* → *Reporting* → *LI/NHI amount certificate*. The *Certificate for LI/NHI Payment* screen appears.
2. Enter the period when the report is to be generated.

PY-TW Preparing National Health Insurance(NHI) Reports

3. Enter data in the fields of the *Selection and From Selection* sections. If you choose *Test*, you simulate the generation of the report without updating the generation bookkeeping table.
4. Choose *Execute*.



The above reports can be generated for different periods by selecting *Other periods* or *Period-independent*. The NHI amount certificate can also be generated by selecting *Annual*.

PY-TW Savings Plan (SP)

Purpose

Savings Plan (SP) is a form of saving for an employee. The amount can be contributed by the employee, employer or both, depending on company policy. The company returns the Savings Plan amount to an employee when the employee leaves the company.

This component lets you calculate and process the employer's or employee's SP contributions.

Implementation Considerations

The respective tables must be setup before processing LI contributions.

For more information see the *Savings Plan (SP)* section of the *Implementation Guide (IMG)*.

See also:

[PY-TW Creating Savings Plan\(SP\) Details \[Page 76\]](#)

PY-TW Creating Savings Plan (SP) Details

PY-TW Creating Savings Plan (SP) Details

Prerequisites

You must setup the respective rates before entering data in the record. For more information, see *Savings Plan (SP)* section of the *Implementation Guide (IMG)*.

Procedure

To setup a record for SP contributions in Saving Plan infotype (0357):

1. On the SAP Easy Access screen, choose Human Resources → Personnel management → Administration → HR master data → Maintain. The Maintain HR Master Data screen appears.
2. Enter the employee's personnel number.
3. Select Savings Plan infotype (0357) by entering the name or number in the Infotype field.
4. Choose Create. The Savings Plan screen appears.
5. The employee's and employer's SP contributions are displayed. Change them if required.
6. Save.

Example

The example for calculating the Savings Plan Type '0001' is based on the following:

- Saving Plan base = NT\$66,000
- SP rate = 20%
- Employee contribution amount = NT\$500
- Employer contribution amount = NT\$800

Employee SP premium:	
Formula :	$\text{SP base} * \text{SP rate} + \text{employee contribution amount}$ $\text{NT\$66,000} * 20\% + \text{NT\$500}$ $= \text{NT\$13,700 (store in wage type /370)}$
Employer SP premium:	
Formula :	$\text{SP base} * \text{SP rate} + \text{employer contribution amount}$ $\text{NT\$66,000} * 20\% + \text{NT\$800}$ $= \text{NT\$14,000 (store in wage type /373)}$

PY-TW Employee Stabilization Fund (ESF)

Purpose

The Employee Stabilization Fund(ESF) is a fee paid to the government by an employer for hiring foreigners such as domestic helpers and workers for designated national construction projects. The government can revoke permission to employ foreigners if an employer fails to pay the Employee Stabilization Fund.

This component lets you calculate and process employer contributions according to government regulations.

Implementation Considerations

The respective tables must be setup before processing ESF contributions.

For more information, see the *Employee Stabilization Fund (ESF)* section of the *Implementation Guide (IMG)*.

See also:

[PY-TW Creating Employee Stabilization Fund\(ESF\) Details \[Page 78\]](#)

PY-TW Creating Employee Stabilization Fund (ESF) Details

PY-TW Creating Employee Stabilization Fund (ESF) Details

Prerequisites

You must setup the ESF category before entering data in the record.

For more information, see *Employee Stabilization Fund (ESF)* section of the *Implementation Guide (IMG)*.

Procedure

To setup a record for ESF contributions in Employee Stabilization Fund infotype (0356):

1. On the SAP Easy Access screen, choose Human Resources → Personnel management → Administration → HR master data → Maintain. The Maintain HR Master Data screen appears.
2. Enter the employee's personnel number.
3. Select Employee Stabilization Fund infotype (0356) by entering the name or number in the Infotype field.
4. Choose Create. The Employee Stabilization Fund screen appears.
5. Enter dates in the Entrance TW Date and Leave TW on fields. The monthly or daily fee from ESF table (T7TW3A) is displayed based on the dates entered.
6. Save.

Results

ESF records are created for the employer. This enables the payroll to calculate the ESF contributions.

Examples

- The Employee Stabilization Fund is calculated automatically, based on the ESF Category and Entrance Date.

Example I (Monthly Calculation)		
Entrance TW Date	: 01-10-99 (beginning of month)	(infotype 0356) stored in wage type /365
ESF monthly fee	= NT\$1,300	
Example II (Daily Calculation)		
Entrance TW Date	: 14-10-99 (not beginning of month)	(infotype 0356) stored in wage type /365
ESF daily fee	= NT\$43	
Total ESF fee for the month	= Number of days * Daily fee	
	= 14 * 43 = NT\$602	

PY-TW Creating Employee Stabilization Fund (ESF) Details

PY-TW Employee Welfare Fund(EWF)

Purpose

The Employee Welfare Fund (EWF) is a compulsory fund to which an employee contributes. The Employee Welfare Committee of the company handles the EWF that is used to provide benefits or gift coupons to employees.

The EWF can be contributed in one of the following ways:

- Fixed amount for all employees
- Fixed rate on payroll for all employees
For example, 5% of monthly basic pay
- Depending on position, adopting different amount or rate
For example, for managers and above, NT\$300 each month is contributed while for all other levels NT\$100 is contributed.

This component lets you calculate and process an employee's contributions according to company policy.

Implementation Considerations

The respective tables be setup before processing EWF contributions.

For more information, see *Employee Welfare Fund (EWF)* section of the *Implementation Guide* (IMG).

See also:

[PY-TW Creating Employee Welfare Fund\(EWF\) Details \[Page 81\]](#)

PY-TW Creating Employee Welfare Fund(EWF) Details

Data from Employee Welfare Fund (EWF) infotype (0358) is only entered and used for an employee whose welfare fund contribution is different from the standard contribution of all employees in the company.

Procedure

To setup a record for EWF contributions in *Employee Welfare Fund* infotype (0358):

1. On the SAP Easy Access screen, choose Human Resources → Personnel management → Administration → HR master data → Maintain. The Maintain HR Master Data screen appears.
2. Enter the employee's personnel number.
3. Select Employee Welfare Fund infotype (0358) by entering the name or number in the Infotype field.
4. Choose Create. The Employee Welfare Fund screen appears, showing the default values of the EWF contribution percentage and amount.
5. Change the required values.
6. Save.

Example

The example for calculating the Employee Welfare Fund is based on the following assumptions:

- EWF base = NT\$66,000
- EWF rate = 3%
- Employee contribution amount = NT\$600

Employee contribution :	
Formula :	$\text{EWF base} * \text{EWF rate} + \text{employee contribution amount}$ $\text{NT\$66,000} * 3\% + \text{NT\$600}$ $= \text{NT\$2,580 (store in wage type /360)}$

PY-TW Deductions

Purpose

Deductions (post-tax) are processed during net payroll calculation. The SAP system offers functions for deductions processing, such as deductions processing with goals and arrears processing.

Implementation Considerations

Deductions processing requires configuration of deduction wage types for use in Personnel Administration. You must create payment and deduction schedules to ensure deductions are made at the correct intervals.

Integration

Deductions processing begins with the entry of deduction wage types for employees in the SAP Personnel Administration component. For example, you can use the Recurring Payments and Deductions infotype to create a deduction for union dues for an employee. Deductions entered in this way are made during net payroll calculation.

PY-TW Subsequent Activities

Purpose

The component comprises the activities that you must perform after a successful payroll accounting run (gross - net payroll).

Wage and Salary Payments

Wage and Salary Payments

Purpose

This component enables you to pay wages and salaries to employees, while taking into consideration country and bank-specific requirements and specifications. Moreover, you can make certain employee-specific payments to third parties (dependent on the country version), whereby the employee is not the payment recipient. The system offers different variants of *wage and salary payments*, which are used in various combinations by the individual country versions.

You can find technical information on *wage and salary payments* and notes on the necessary Customizing settings in the following sections:

- [Payment-Related Information in the Master Data \[Page 85\]](#)
- [Payment-Related Information in the Payroll Result \[Page 86\]](#)
- [Preliminary Program for Data Medium Exchange \[Page 88\]](#)

You can find information on the posting of payment transactions in the documentation for *Posting to Accounting*, under [Integration with the Posting of Payment Transactions \[Ext.\]](#).

Scope of Function

You can find information on *wage and salary payments* in the following sections.

Payment-Related Information in the Master Data

Certain information from the master data for your employees reappears in the *Payroll* results. The *Wage and Salary Payments* evaluates this [Information in the Payroll Results \[Page 86\]](#), but also accesses certain infotypes directly.

Below is a list of the international infotypes that contain payment-related information.

- [Organizational Assignment \(Infotype 0001\) \[Ext.\]](#)
- [Personal Data \(Infotype 0002\) \[Ext.\]](#)
- [Addresses \(Infotype 0006\) \[Ext.\]](#)
- [Bank Details \(Infotype 0009\) \[Ext.\]](#)
- [External Bank Transfers \(Infotype 0011\) \[Ext.\]](#)



In addition to the infotypes mentioned above, there are other international wage types (e.g. for capital formation) that contain payment-related information. These infotypes will not be discussed here. For more information on international infotypes, see the SAP Library under *Human Resources* → *Payroll* → <Country>.

For more information on how the system evaluates the payment-related information in the master data and the payroll results, see [Preliminary Program DME \[Page 88\]](#).

Payment-Related Information in the Payroll Results

Payment-Related Information in the Payroll Results

The following tables in the payroll results contain payment-related information that the system evaluates during the wage and salary payments process.

- *Payment Information* (BT)
- *Work Center/Basic Pay* (WPBP)

Payment Information table (BT)

Every entry in the *Payment Information* table (BT) in an employee's payroll results corresponds to a payment that was created in a payroll period for this employee. However, the employee is not necessarily the **payment recipient** of all payments. A difference must be made, for entries in the *Payment Information* table (BT), between payments to the employee and employee-specific payments to third parties.

The origin and treatment of employee-specific payments to third parties is country-specific. If, for example, salary elements for an employee are garnished or are retained for capital formation, an entry is created in the *Payment Information* table (BT) in the employee's payroll results, for payment of the retained amount to a third party (e.g. the creditor or the capital formation institute). The origin of this entry depends on the country version used, and the settings in Customizing. However, employee-specific payments to third parties do not necessarily create an entry in the *Payment Information* table (BT) for the employee. The reason for this is that in certain country versions these payments are made independent of the *Wage and Salary Payments* component.

Entries in the *Payment Information* Table (BT) for Payments to the Employee

- The *Payment Method* field is always filled.
- The *Bank Number* and *Bank Account* fields are filled, if the payment method requires bank details.
- The *Recipient*, *Postal Code* and *Location* fields are filled, if you have manually overwritten the corresponding fields in the [Bank Details infotype \(0009\) \[Ext.\]](#). If you have not manually overwritten these fields in the *Bank Details* infotype (0009), the values from the [Personal Data \(0002\) \[Ext.\]](#) and [Addresses \(0006\) \[Ext.\]](#) infotypes are displayed there. In this case, the *Recipient*, *Postal Code* and *Location* fields are not filled in the *Payment Information* table (BT).

Entries in the *Payment Information* Table (BT) for Employee-Specific Payments to Third Parties

- The entry in the *Payment Information* table (BT) for an employee-specific payment to a third party either contains detailed information from the infotype that forms the basis of the payment (Payment Method, Bank Details, Name and Addresses), or a recipient key in the *Recipient* field. This recipient key refers to Customizing for *Personnel Management*, where you must store the detailed information mentioned.

Payment-Related Information in the Payroll Results

- The *Purpose* field in the *Payment Information* table (BT) is filled, if a purpose was entered in the infotype that forms the basis of the payment.



Note that not all the fields in the *Payment Information* table (BT) are discussed here. For more information on how the system determines the information on the payment recipient, see [Preliminary Program DME \[Page 88\]](#), in the "Scope of Function" section.

Work Center/Basic Pay Table (WPBP)

Certain organizational elements from the *Organizational Assignment* infotype (0001) are stored in the *Work Center/Basic Pay* table (WPBP) during payroll. These organizational elements are used in the wage and salary payments process (dependent on Customizing) to determine the house bank and the house bank account.

Furthermore, the system uses the *Work Center/Basic Pay* table (WPBP) to determine the paying company code. Specification of the paying company code is optional in Customizing. If you have not specified a paying company code in Customizing, the system uses the company code that is stored in the *Work Center/Basic Pay* table (WPBP) in the employee's payroll results. If the *Work Center/Basic Pay* (WPBP) table for the employee contains several partial periods as the result of a [WPBP Split \[Ext.\]](#), in the payroll period to be processed, the system uses the company code in the last partial period, in which the employee was active, to determine the paying company code.

Preliminary Program DME

Preliminary Program DME

Use

To start the preliminary program DME, choose *Human Resources* → *Payroll* → *Payroll* → *Bank Transfer* → *Pre. Program DME* from the *SAP Easy Access* menu.

You use the preliminary program DME to evaluate the payroll results to create payment data. The creation of payment data is the first step in the wage and salary payments process.

You can also use the preliminary program DME if you want to make several partial payments on different dates within a payroll period ([Qualified Advance Payment \[Ext.\]](#)).

The preliminary program DME can evaluate payments using different [payment methods \[Ext.\]](#) in a payment run. The payment medium programs, which further process the data created by the preliminary program DME, select the relevant data records using the payment method.

The preliminary program DME processes both [information from the master data \[Page 85\]](#) and [information from the payroll results \[Page 86\]](#) for an employee.

Integration

The payment data created by the preliminary program DME is processed by the country-specific payment medium programs in *Accounting* to create payment mediums (for example, DME files for the bank, checks). You must start these subsequent programs after the preliminary program DME has evaluated the payroll results for the employee and has created the payment data.

Prerequisites

You have exited payroll for the payroll periods for which you want to make wage and salary payments. (Exception: You make a [Qualified Advance Payment \[Ext.\]](#) before exiting payroll.)

You have checked or made the following settings in agreement with *Accounting*.

- **Setting up the payment methods** (in Customizing for *Personnel Management* under *Personnel Administration* → *Personal Data* → *Bank Details* → [Define Payment Method \[Ext.\]](#))
- **Setting up the house banks and house bank accounts** (in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Set Up House Banks \[Ext.\]](#))
- **Defining the Sending Banks** (using the *Sender Account Number for Data Medium Exchange* feature (DTAKT) in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Define Sending Banks \[Ext.\]](#))

Preliminary Program DME

- **Defining the paying company code** if you do not want to use the company code stored in the *Organizational Assignment* (0001) infotype (using the *Sender Account Number for Data Medium Exchange* feature (DTAKT) in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Define Sending Banks \[Ext.\]](#)).
- **Assigning the text key for the payment transaction to transfer wage types** (in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Check Text Keys for Payment Transactions \[Ext.\]](#))

This assignment is not necessary in all country versions.

Scope of Function

For every current original result for employees processed in a payment run, the preliminary program DME reads the *Payment Information* table (BT) in the payroll results.

In the process, the system performs the following steps for every entry in this table:

- The system determines the information on the payment recipient
 - from the entry in the *Payment Information* table (BT)
 - from the *Payee Keys* table (T521B), if the entry in the *Payment Information* table (BT) contains a recipient key
 - from the *Personal Data* (0002) and *Addresses* (0006) infotypes, if the entry in the *Payment Information* table (BT) does not contain a recipient key and does not contain any recipient data
- The system evaluates the *Sender Account Number for Data Medium Exchange* feature (DTAKT) to determine the following information:
 - The paying company code
 - The house bank
 - The house bank account
- The system reads the *Purpose* field in the *Payment Information* table (BT):
 - If the *Purpose* field is filled, the contents of the field are transferred to the payment data.
 - If the *Purpose* field is not filled, the following text is used: "Wage/Salary", <Personnel Number>, <Payroll Period> or "Pension", <Personnel Number>, <Payroll Period>.
- The system determines the payment currency:
 - If the *Currency* field in the *Payment Information* table (BT) contains a currency, this currency is used for the payment.
 - If the *Currency* field in the *Payment Information* table (BT) does not contain a currency, the currency from the *Currency* field in the *Payroll Status Information* table (VERSC) is used for the payment.
- The system reads the bank codes of the house banks and the recipient bank from the *Bank Master Record* table (BNKA).

Preliminary Program DME

- The system checks the payment data for consistency. If a payment with inconsistent data exists for an employee, the system does not make any payment for this employee.
- For every entry in the *Payment Information* table (BT) the system creates an entry in the payment data.

Selection

The selection screen for the preliminary program DME is country-specific. The following describes only the most important international parameters.

Set Flag for Transfers

We recommend that you mark this indicator. It causes the system to mark every processed entry in the *Payment Information* table (BT) with date and time, to show payment runs carried out later that it is "processed". This prevents entries in the *Payment Information* table (BT) being accidentally processed more than once. If the payroll run is repeated after you have executed the preliminary program DME, the system does not overwrite the entries marked with date and time but performs a difference calculation. That is why you must mark the *Set Flag for Transfers* indicator if you want to perform a qualified advance payment.

Wage Type

You can use these input fields to restrict a payment run to certain wage types, for example, to pay the wage types created for *External bank Transfers* (Infotype 0011) separately from the employee's salary.

Test

If you mark this indicator, the system only displays the payments to be made as the result for a payment run. It does not create any payment data and does not change any data in the payroll results.

Output

The preliminary program DME creates a payment run, which contains payment data. You can clearly identify every payment run using the *Program Run Date* and *Identification Feature* combination. The *Identification Feature* originates from the six-digit system time, at which you started the preliminary program DME. The system replaces the last digit of the six-digit system time in the *Identification Feature* with a P.



You started the preliminary program DME at 09.25 on 04.14.2000. You can clearly identify the payment run created using the *Program Run Date* (04.14.2000) and *Identification Feature* (09251P) combination.

The payment data contained in a payment run is saved in the following tables:

- *Control Records for the Payment Program* (REGUV)
- *Settlement Data from Payment Program* (REGUH)

- *Processed Items from Payment Program* (REGUP)

The data in these tables is further processed by the payment medium programs in *Accounting*. For more information, see [Payments \(FI-BL\) \[Ext.\]](#).

See also:

[Repeating a Payment Run \[Page 92\]](#)

Repeating a Payment Run

Repeating a Payment Run

Use

If a payment run was not carried out correctly (for example, because of a program termination), you have to repeat this payment run.

Prerequisites

When you created the payment run that you now want to repeat, you marked the *Set Flag for Transfers* indicator.

Procedure

1. Make the same settings on the [Preliminary Program DME \[Page 88\]](#) selection screen that you made when you created the original payment run.
2. In the *Repeat Run: Date* and *Time* fields, enter the date and time for the payment run to be repeated.

The system uses this entry to evaluate the entries in the *Payment Information* table (BT) which the preliminary program DME marked with data and time, but for which the date and time correspond to your entries in the *Repeat Run: Date* and *Time* fields.

3. If you only want to evaluate entries in the *Payment Information* table (BT) which have already been marked, select the *Flagged Records Only* indicator.

If you do **not** set this indicator, the system also evaluates the entries in the *Payment Information* table (BT) which are still not marked with date and time.

4. Choose .



If you do not know the date and time for the payment run to be repeated, proceed as follows:

1. Use the [Display Payroll Results \[Ext.\]](#) program (Report H99_DISPLAY_PAYRESULT) to display a payroll result (for any employee) that was evaluated during the original payment run.
2. Display the *Payment Information* table (BT).
3. Select an entry from the *Payment Information* table (BT) which the preliminary program DME marked with date and time when creating the original payment run.
4. Make a note of the values in the *Date* and *Time* fields so that you can enter them in the *Repeat Run: Date* and *Time* fields on the Preliminary Program DME selection screen.

Wage and Salary Payments by Bank Transfer

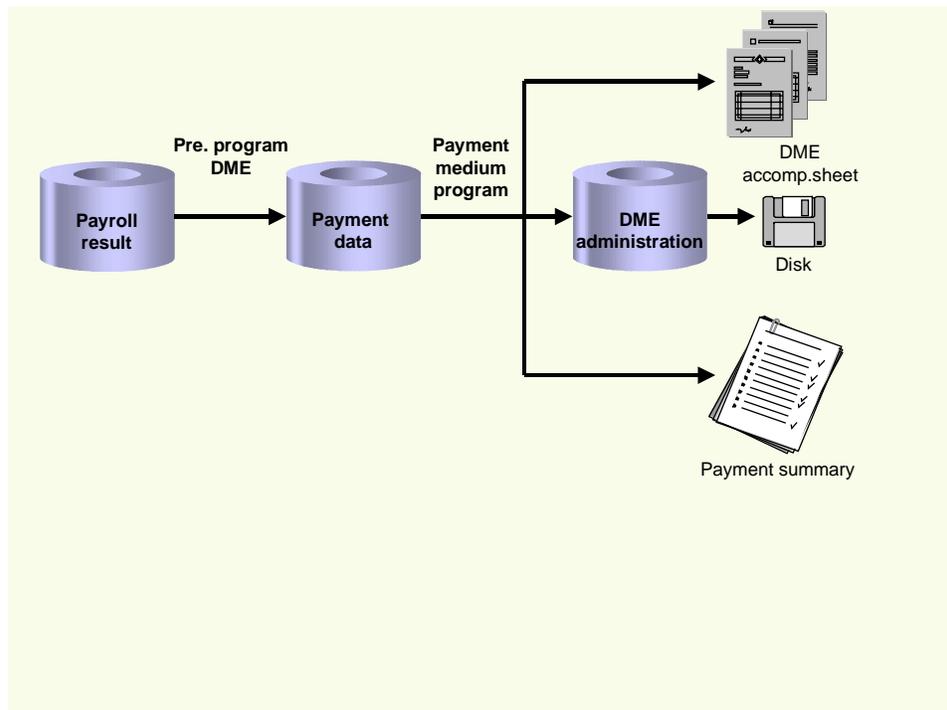
Purpose

The system uses this process to provide all the information your house bank needs to transfer the wage and salary payments to your employees. The system creates a DME file and the DME accompanying sheet. Furthermore, you can print a payment summary which lists the individual payments. You can use the payment summary to, amongst other things, post the wage and salary payments manually to *Financial Accounting*.

Process Flow

1. The [preliminary program DME \[Page 88\]](#) evaluates the entries in the *Payment Information* table (BT) in the payroll results for the employees, and creates a payment run which contains the payment data.
2. The [payment medium program \[Ext.\]](#) for the bank transfer evaluates the payment data and creates a DME file, the DME accompanying sheet and the payment summary. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.
3. You provide your house bank with the DME file created, so that the bank transfer can be made.

The following graphic shows the process flow of wage and salary payments by bank transfer.



Evaluating Payroll Results

Evaluating Payroll Results

Procedure

1. Start the [preliminary program DME \[Page 88\]](#).
2. Make the required entries for *Payroll period*, *Selection* and *Wage types*.
3. Select the *Set flag for transfers* indicator (see [Preliminary Program DME \[Page 88\]](#)), and select .

The system produces statistics on the personnel numbers evaluated and the entries in the *Payment Information* table (BT).

4. Make a note of the program run date and the six-digit identification feature. You will have to enter these values at a later stage on the selection screen of the payment medium program, which you use for [creating the DME file \[Page 95\]](#).

Result

The system evaluates the payroll results for the employees you selected, and saves the payment information as payment data to the database.

Creating a DME File

Procedure

1. Start the payment medium program used for creating DME files.
2. Enter the *program run date* and the *identification feature* of the payment run to be processed.
3. In the *Print control* section, select the *Data medium exchange* and *Print payment summary* indicators.
4. Enter the additional necessary data, and choose .

Result

The system evaluates the payment data for the payment run you entered, and creates a DME file. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.

Furthermore, the system creates the DME accompanying sheet and the payment summary for this DME file. You can continue to process the DME file created, using [data medium administration \[Page 96\]](#).

Data Medium Administration

Data Medium Administration

Use

Data medium administration (DME administration) helps you to manage the data media that you create in Financial Accounting and in Human Resources.

In the Accounts Receivable or Accounts Payable menu, choose *Periodic processing* → *Payments*. The system displays the Automatic Payment Transactions: Status screen. From here, choose *Environment* → *Payment medium* → *DME administration* to reach the DME administration screen.

In the Payroll country menus, choose *Payroll* → *Bank transfer* → *DME management*.

In the DME administration overview, the system displays all the data media created with the selection criteria you have specified. You can call up further information for each data medium. Select the required data medium.

Features

DME administration includes the following functions:

- **Displaying data medium attributes**

Choose *Extras* → *DME attributes*

The system displays the following information for the selected data medium:

- Payment run ID
- House bank or clearing house
- Date and time of data medium creation
- Responsible person
- Amount paid in currency specified
- Further technical data

- **Deleting an individual or several data media**

The accompanying administrative data is deleted from the system at the same time.

Select the required data medium and then choose *Edit* → *Delete data medium*. A confirmation prompt appears. The selected data media are deleted when you confirm this prompt.

If you wish to delete data media from several company codes, then you should use the reorganization function within the payment program.

See also:

[Deleting DME Administrative Data Across Company Codes \[Ext.\]](#)

- **Downloading one or more files from the SAP system or from the file system to hard drive or disk**

See also:

[Downloading a DME File onto Disk \[Ext.\]](#)

- **Displaying the contents of a data medium on the screen or printing the contents**

Choose *Edit* → *Display DME* contents from the DME administration overview screen.



The following functions are **not** available for payments from *Human Resources* (HR).

- **Displaying Documents**

Choose *Extras* → *DME attributes* and then *Environment* → *Display documents*. By selecting *Choose*, you branch into the selected payment document.

- **Displaying the transferred data after receiving and entering the account statement**

To do this, choose *Extras* → *Bk transact.attribs* from the DME administration overview screen. If your electronic account statements are processed automatically, then the system fills in the fields within the *Account statement* group.

- **Printing the payment summary for the selected data medium**

To do this, choose *Extras* → *Payment summary* from the DME administration overview screen.

- **Creating a payment advice note**

If you do not use the automatic transfer of electronic account statements but instead enter the account statement data manually, you can simplify this work by means of payment advice notes within DME administration.

You can create a payment advice note for a specified data medium using *Environment* → *Generate doc.pmt adv*. You can enter this payment advice number at a later stage when clearing the bank clearing account. During clearing, the system then only proposes those open items which belong to the payments specified in the payment advice.

You can find more information on the use of this function in Great Britain, (for the creation of a Telepay file, for example) in the documentation of report RFFODTA1.

Wage and Salary Payments by Check

Wage and Salary Payments by Check

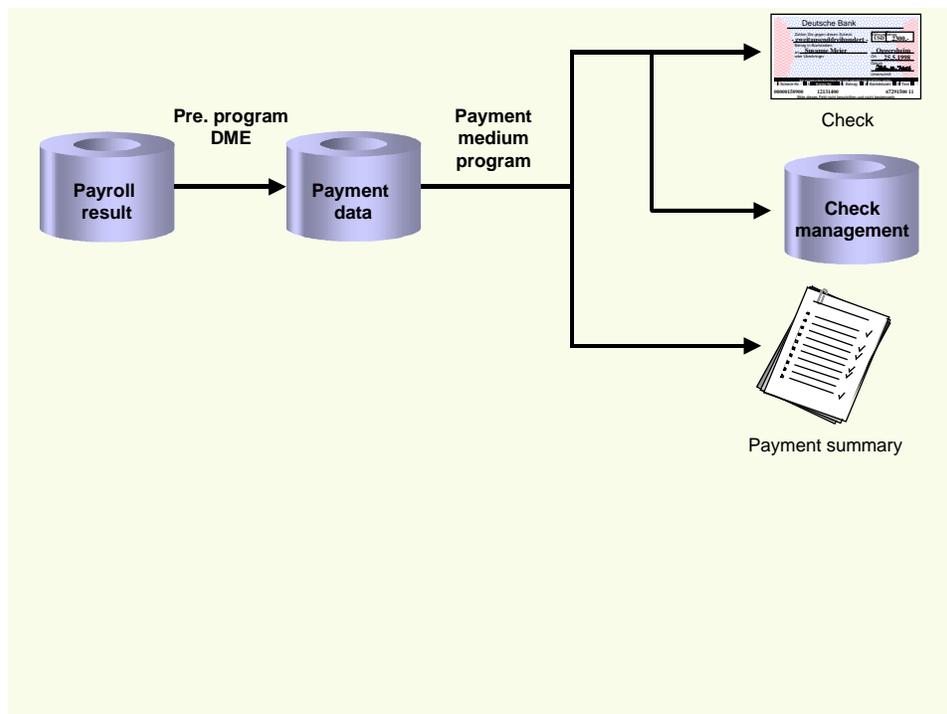
Purpose

The system uses this process to print the wage and salary checks for your employees. Furthermore, you can print a payment summary which lists the individual payments. You can use the payment summary to, amongst other things, post the wage and salary payments manually to *Financial Accounting*.

Process Flow

1. The [preliminary program DME \[Page 88\]](#) evaluates the entries in the *Payment Information* table (BT) in the payroll results for the employees, and creates a payment run which contains the payment data.
2. The [payment medium program \[Ext.\]](#) for check printing evaluates the payment data and prints the checks and the payment summary.
3. The system stores information on the checks created, in the [check management \[Ext.\]](#).

The following graphic shows the process flow of wage and salary payments by check.



Evaluating Payroll Results

Procedure

1. Start the [preliminary program DME \[Page 88\]](#).
2. Make the required entries for *Payroll period*, *Selection* and *Wage types*.
3. Select the *Set flag for transfers* indicator (see [Preliminary Program DME \[Page 88\]](#)), and select .

The system produces statistics on the personnel numbers evaluated and the entries in the *Payment Information* table (BT).

4. Make a note of the program run date and the six-digit identification feature. You will have to enter these values at a later stage on the selection screen of the payment medium program, which you use for [printing checks \[Page 100\]](#).

Result

The system evaluates the payroll results for the employees you selected, and saves the payment information as payment data to the database.

Printing Checks

Printing Checks

Procedure

1. Start the *International Payment Medium - Check (with check management)* program (Report RFFOUS_C).
2. Enter the *program run date* and the *identification feature* of the payment run to be processed.
3. In the *Print control* section, select the *Print checks* and *Print payment summary* indicators.
4. Enter the additional necessary data, and choose .

Result

The system evaluates the payment data for the payment run you entered, and prints the checks and the payment summary. Moreover, the system creates the payment summary for the checks that have been created, and stores the information on these checks in the [Check Management \[Ext.\]](#).

Cash Payment with Cash Breakdown List

Purpose

The system uses this process to provide all the information you need to pay the wages and salaries, in cash, to your employees. The system creates:

- A cash breakdown list, in the payroll currency, with the number of bank notes and coins you need for the cash payment
- A payment list that lists the individual payments for each employee
- A list of signatures that the employee can sign after receiving the cash payment

In contrast to the other payment processes that the R/3 System offers for wage and salary payments, no data is stored or changed in your system when you use the cash payment with cash breakdown list process. Only the lists mentioned above are created when you use this process.

Prerequisites

You have not entered any payment method in the *Bank Details* infotype (0009).



If the *Payment Method* field in the *Bank Details* infotype (0009) is blank, the system stores the payment amount in the *Cash Payment* wage type (/557) in the *Results Table* (RT) in the payroll results for the employees, during the payroll run.

The system does **not** store the *Cash Payment* wage type (/557) in the *Payment Information* table (BT).

Process Flow

The *Cash Breakdown List* program (Report RPCMLI00 or RPCMLI09) evaluates the entries in the *Results Table* (RT) in the employee's payroll results, for the wage type you entered on the program selection screen in the *Wage Type of Net Amount* field. It then creates the following lists:

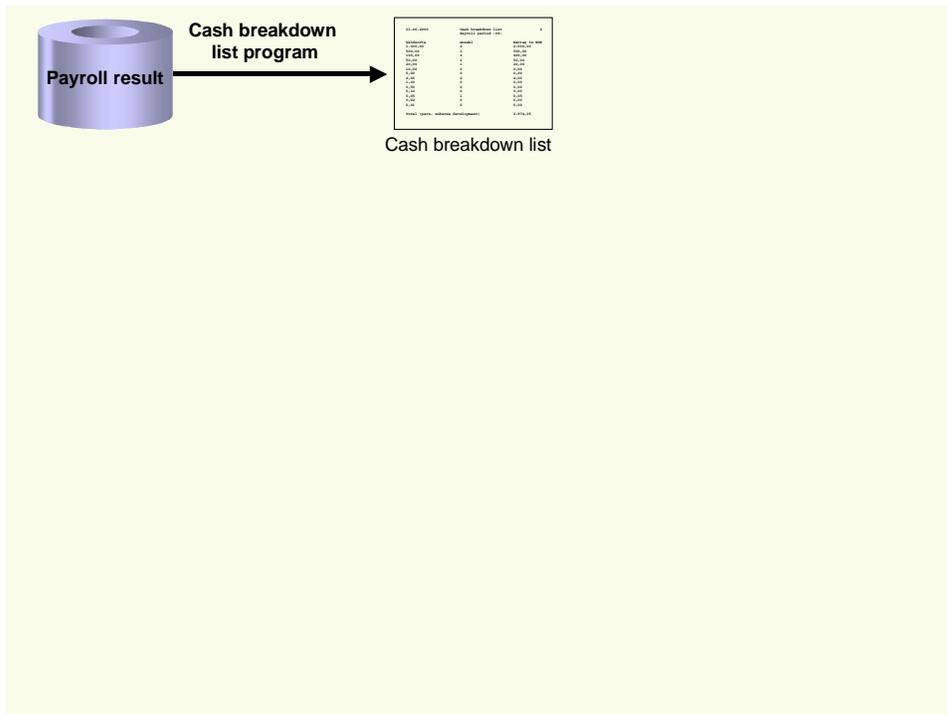
- Cash breakdown list
- Payment list
- List of signatures



If you use the [Off-Cycle Activities \[Ext.\]](#) component, use report RPCMLI09. If you do not use the *Off-Cycle Activities* component, use report RPCMLI00.

The following graphic shows the process flow of cash payments with a cash breakdown list.

Cash Payment with Cash Breakdown List



PY-TW Reporting

Purpose

The SAP HR Payroll System provides all regulatory and tax reports required by the Taiwan Tax Bureau. Other payroll reports are available, such as LI/NHI reports. These reports allow efficient evaluation of payroll data, and ensure legal compliance.

Implementation Considerations

When implementing SAP Payroll, ensure that all configuration steps for regulatory reports are performed in such a way as to guarantee compliance. For example, some reports use forms that you configure in the IMG. If you do not configure the form correctly, the reports may not output certain data, that is required by law. As the laws affecting regulatory reports change, you may need to revisit the payroll IMG to make adjustments. This will guarantee compliance.

Integration

Payroll reports access information from all HR infotypes and evaluate data from HR Time Management and HR Organizational Management as well as HR Personnel Administration.

Filename: EXP_OOOO.doc
Directory: C:\TEMP\iwbprint0003
Template: C:\Users\templates\sapkeeh.dot
Title: Payroll Taiwan (PY-TW)
Subject:
Author: SAP AG
Keywords:
Comments: Release 46C 19.07.2001
Creation Date: 19.07.01 08:39
Change Number: 2
Last Saved On: 19.07.01 08:39
Last Saved By: SAP AG
Last Printed On: 19.07.01 09:09
As of Last Complete Printing
Number of Pages: 103
Number of Words: 20.500 (approx.)
Number of Characters: 104.552 (approx.)